**JOB DESCRIPTION**

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| Competition Title: | ESOL FET Co-ordinator |
| Grade: | Adult Literacy Organiser  |
| Reporting To: | Adult Education Officer |
| Tenure: | Permanent |
| Location: | Waterford City and County |
| Applications to: | By email to vacancies@wwetb.ie |
| Competition Profile: | This is an open competition |

# Summary of Position

The position of ESOL FET Co-ordinator is pivotal to the organisation, planning and development of ESOL provision.

**Initial Duties**

Duties of the role may include (but not limited to) the following:

* Maintain an ethos appropriate to adult learning.
* Plan, develop, and manage the ESOL service in consultation with the Adult Education Officer.
* Oversee and ensure quality ESOL service in consultation with Senior FET Management procedures.
* Oversee submission of QQI documentation for certification.
* Plan and manage specific initiatives such as refugee programmes.
* Be part of a WWETB Team co-ordinating initiatives linked to upskilling employees who are at low skill levels.
* Recruit, assess/arrange assessment and match learners to appropriate provision and assist as appropriate in the recruitment of teaching and support staff.
* Support, develop, and manage Adult Educators, Tutors, Teaching and support staff and Learners.
* Ensure the provision of initial and in-service training for staff in consultation with PLD
* Manage resources, e.g., finance, materials, facilities and premises etc.
* Keep records and prepare reports and submissions in consultation with the AEO/Director of FET/CE as appropriate.
* Promote the ESOL service through networking, raising awareness, and publicity.
* Enhance own expertise through training, development, and networking with NALA etc.
* Liaise with relevant voluntary, community and statutory bodies.
* The ESOL FET Co-ordinator will bring to the role a high level of experience and expertise.

# Essential Requirements

* Experience working within Adult Literacy or ESOL and/or P/T FET at levels 1 - 4.
* NALA/WIT National Certificate in Training & Development (Adult Basic Education

Management) OR equivalent Adult Education Qualification as approved by the Department OR Level 8 Qualification.

* ESOL/Literacy Tutor Training, Education Management training, and Participation in Adult Literacy/ESOL In-Service Training or other equivalent education/training experience in adult, youth or community work.
* In-depth knowledge of all literacy/ESOL provision offered by WWETB to its client base.
* High levels of motivation and commitment to working from an adult education model.
* Ability to work flexibly, creatively and on own initiative to achieve desired outcomes.

# Salary

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

from time to time for ESOL FET Co-ordinator positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government Policy. Starting Point for Adult Literacy Organiser Salary Scale: €47,932 per annum (effective from 01/03/2025).

Successful candidates will be paid at point 01 of the salary scale unless they have previous relevant public sector service in experience.

Please refer to <https://www.wwetb.ie/about/organisation/human-resources/pay/> for further information on salary grades.

**Particulars of the Position**

The post is permanent wholetime 35 hours per week.

# Application Form

Applications must be made on the official ESOL FET Co-ordinator Application Form, and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process. Applications can be accessed via: <https://www.wwetb.ie/about/organisation/human-resources/vacancies/>

**Shortlisting**

WWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the ESOL FET Co-ordinator Form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB. WWETB Core Values of Respect, Accountability, Learner Focus, Quality and Sustainability are the guiding principles of the organisation and underpin the competencies required to fulfil this role. The interview will be competency based and marks will be awarded under the following Core Competencies identified for the position of ESOL FET Co-ordinator:

* Leadership, Management and Delivery of Results
* Specialist Knowledge, Expertise and Self-Development
* Interpersonal and Communication Skills
* Analysis and Decision Making

***Leadership, Management and Delivery of Results***

* Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
* Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
* Values and supports the development of others and the team
* Encourages and supports new and more effective ways of working
* Deals with tensions within the team in a constructive fashion
* Encourages, listens to and acts on feedback from the team to make improvements
* Actively shares information, knowledge and expertise to help the team to meet its objectives
* Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
* Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
* Constructively challenges existing approaches to improve efficient customer service delivery
* Accurately estimates time parameters for project, making contingencies to overcome obstacles
* Minimises errors, reviewing learning and ensuring remedies are in place
* Maximises the input of own team in ensuring effective delivery of results
* Ensures proper service delivery procedures/protocols/reviews are in place and implemented

***Specialist Knowledge, Expertise and Self Development***

* Displays high levels of skills/expertise in own area and provides guidance to colleagues
* Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/Organisation and can communicate this to the team
* Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

***Interpersonal and Communication Skills***

* Modifies communication approach to suit the needs of a situation/audience
* Actively listens to the views of others
* Liaises with other groups to gain co-operation
* Negotiates, where necessary, in order to reach a satisfactory outcome
* Maintains a focus on dealing with customers in an effective, efficient and respectful manner
* Is assertive and professional when dealing with challenging issues
* Expresses self in a clear and articulate manner when speaking and in writing

***Analysis and Decision Making***

* Effectively deals with a wide range of information sources, investigating all relevant issues
* Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.
* Identifies and understands key issues and trends
* Correctly extracts and interprets numerical information, conducting accurate numerical calculations
* Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence

**Additional Information**

**Citizenship**

* Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of Member States of the European Union along with Iceland, Liechtenstein and Norway.
* Swiss citizens under EU agreements may also apply.

**Health & Character**

* Those under consideration for a position may at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting form.
* References will be sought.
* Canvassing will disqualify.
* Some posts require special security clearance.
* In the event of potential conflicts of interest, candidates may not be considered for certain posts.