



BTEI Adult Educator

Nature of Post

As specified on advertisement.

Location

Appointment is to the Louth and Meath Education and Training Board Scheme. The successful applicant's first assignment will be as specified on advertisement.

Post Summary/Purpose

The Adult Educator will support the BTEI Coordinator with the administration, development, planning and delivery of BTEI programmes in LMETB.

Reporting/Accountability Relationship

BTEI Coordinator/Adult Education Officer

Hours of Work:

The Adult Educator will work 35 hours per week Monday to Friday in a flexible manner that may include evenings and other times, in accordance with programme needs.

Annual Leave

35 days per annum plus public holidays.

Salary Scale

The salary scale is currently €35,534 - €64,852* (*Long Service Increment) per annum. Starting salary will be point 1 of the scale.

ELIGIBILITY CRITERIA

Health and 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.

Citizenship Requirement

Citizenship Requirement: 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 the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

Initial Duties and Responsibilities:

- Responsible to the centre manager, on a day-to-day basis, for the delivery of the part-time programmes.
- Direct learner contact in keeping with programme needs as required by LMETB, subject to a maximum of 17.25 hours per week.
- Provide assigned ad-hoc or scheduled individual and group support sessions to learners.
- Deliver specific workshops/one-off sessions to learner groups that complement the programme

including specific information sharing and facilitation to support identification of progression routes.

- Deputise for the Coordinator as required.
- Administrative duties relevant to the post, including maintenance of in-house IT and data management admin systems (PLSS/QBS,DCS etc.), learner contact, timetabling, recruitment of learners, course promotion, etc.
- Support outreach work by engaging with external stakeholders to identify local education and training needs, representing the interests of the ETB.
- Engage with internal stakeholders including the Guidance Service, Training Services and other programmes to facilitate an integrated response to meeting the needs of learners and groups.
- Promotion of the local FET services and of LMETB through many and various means and platforms.
- Work with the programme management and staff team in organising events that support the programme delivery, enhance the profile of the service, centre or the LMETB, and/or celebrate learner/group achievements.
- Assist with ongoing development, monitoring and evaluation of programmes, courses and workshops.
- Support the mission and ethos of the Further Education Service and maintain the values of LMETB:
- Work with the Coordinator in the planning, delivery and evaluation of appropriate responses to education and training needs, including the identification and implementation of indicators for education and training outcomes for learners.
- Conducting interviews and/or assessment both formative and summative of learners
- Support the Coordinator with the induction of new tutors and teachers including in the areas of Quality Assurance, LMETB processes, Child Protection, service specific processes as appropriate.
- Support tutors and teacher to identify Continuous Professional Development (CPD) needs and to access CPD resources.
- Provide locally agreed substitution cover for absent staff.
- Comply with LMETB Quality Assurance policy and procedures.
- To ensure timetables/schedules are adhered to.
- To record and ensure the return of materials, resources and other equipment.
- To identify materials and equipment (including ICT) required for the delivery and support of the teaching and learning process.
- To attend and engage in staff meetings, staff development and training.
- To obtain feedback from learners regarding course content, delivery and quality assurance.
- To participate in appropriate continuous professional development and training as agreed with management.
- To maintain full and accurate records/registers as advised by the Adult Education Officer /Director of Further Education and Training
- To carry out the lawful orders of the Chief Executive Officer, and to fulfill the rules and requirements of the Minister for Further and Higher Education Research Innovation and Science.
- Carry out any other duties appropriate to the grade which may be assigned from time to time.

The above list of accountabilities may be varied having regard to the changing needs of the Scheme and the terms of the post can include delivery of responses to unpredictable work demands as they arise.

Qualifications and Experience requirements

- At least NFQ Level 7 qualification in the area of adult and further education or Community Education/Development **AND**
- A minimum of three years' experience in a skilled capacity in the further education and training sector
AND
- Access to transport is essential as this position involves travelling.
- Ability to work flexibly.

Person Specification

- Experience and understanding of working with adults with unmet literacy, language, numeracy or digital skills needs.
- Ability to work on own initiative or as part of a team.
- Excellent communication, interpersonal and writing skills.
- Is proficient working with different types of information processes e.g., databases, presentation technology, MS Office, social media.

COMPETENCIES REQUIRED

A number of key competencies have been identified as being essential for the effective performance of the role and function of BTEI Adult Educator. These competencies are as follows:

Team Work

- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate.
- Utilises own leadership skills as appropriate.
- Offers own ideas and perspectives working in a collaborative manner.
- Utilises own experience in the FET sector to contribute to development of an effective and dynamic team.
- Understands own role in the team and performs to a high standard.
- Has good communication and presentation skills including group work skills.
- Shows respect for colleagues and co-workers.
- Utilises own conflict management skills to contribute to a healthy team dynamic.

Information Management / Processing

- Approaches and delivers all work in a thorough and organised manner.
- Follows procedures and protocols, understanding their value and the rationale behind them.
- Keeps high quality records and produces high quality reports.
- Suggests new ways of doing things better and more efficiently.
- Is proficient working with different types of information processes e.g., databases, presentation technology, MS Office, social media.

Delivery of Results

- Utilises own knowledge and experience in the FET sector to influence decision making.
- Takes a leadership role when required and acts with confidence and authority.
- Takes responsibility for projects and sees them through to the appropriate conclusion or next phase.
- Completes work in a timely manner.
- Adapts quickly to new ways of doing things.

- Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes.
- Identifies and appreciates the urgency and importance of different tasks and works to deadlines.
- Demonstrates initiative and flexibility in ensuring work is delivered in a variety of settings.
- Is self-reliant and uses judgment on making decisions and offering guidance to management, colleagues, or to service users.

Customer Service and Communication Skills

- Actively listens to others and tries to understand their perspectives/ requirements/needs.
- Understands the steps or processes that learners and other stakeholders must go through and can clearly communicate these.
- Has empathy for adult learners and an awareness of the challenges for learners engaging in lifelong learning.
- Builds trusting and supportive relationships with learners, tutors and teachers, colleagues and service users.
- Is respectful, courteous and professional, remaining composed, even in challenging circumstances.
- Can be firm when necessary and communicate with confidence and authority.
- Communicates clearly and fluently in various settings.

Specialist Knowledge, Expertise and Self Development

- Clearly understands the role, objectives and targets of Further Education and Training and how they fit into this work.
- Understands the role of Lifelong Learning in personal, community and economic development.
- Clearly understands the role of Quality Assurance and maintaining educational standards in both unaccredited and accredited programme provision.
- Is committed to self-development and continuously seeks to improve personal performance.
- In the Further Education Service: Experience working with Community & Voluntary groups.

Drive and Commitment to Public Service Values

- Consistently strives to perform at a high level and deliver a quality service.
- Serves the Government and people of Ireland.
- Is thorough and conscientious.
- Is enthusiastic and resilient, persevering in the face of challenges and setbacks.
- Is personally honest and trustworthy.
- At all times, acts with integrity.

APPLICATION AND SELECTION PROCESS

Completed application forms should be submitted online through <https://careers.lmetb.ie>

Notes:

Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of LMETB. Therefore, candidates are strongly advised to submit applications well before the closing date and time.

Closing Date:

Closing date as per <https://careers.lmetb.ie>. Applications will not be accepted after this date. Shortlisting may apply.

LATE APPLICATIONS WILL NOT BE ACCEPTED

CV's WILL NOT BE CONSIDERED

SHORTLISTING OF CANDIDATES MAY TAKE PLACE

LMETB IS AN EQUAL OPPORTUNITIES EMPLOYER

Martin G O'Brien
Chief Executive LMETB

COMPLETING A COMPETENCY BASED APPLICATION FORM

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for (e.g., Teamwork, Information Management/Processing, Delivery of Results, Customer Service and Communication Skills, Specialist Knowledge, Expertise and Self Development, Drive and Commitment to Public Service Values). All question areas must be completed.

You should describe situation/s from your own experience, which you think is the best example/s of what **YOU** have done which demonstrates the specific competencies. It is essential that you describe how **you** demonstrated the skill or quality in question. The example(s) may be drawn from your experience in various settings including professional, community, sporting or voluntary.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that "X was successful", describe exactly what you did and how you demonstrated the skill or quality in question.

Please do not use the same example to illustrate your answer to more than two areas of competence.

Please note that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post.