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| **Job Description**  **Adult Educator - Communications** | |
| **Post Type:** | Adult Educator- Communications |
| **Reporting to:** | Reports to the Director of Further Education and Training/Further Education and Training Manager |
| **Hours of work:** | 35 hours per week, must be flexible manner and in accordance with service needs |
| **Place of Work:** | LOETB FET Centres |
| **Salary Scale:** | Pre 2011 €36,985 - €62,797  Post 2011 €34,057 - €62,797 |
| **Date of issue:** | 12th April 2024 |
| **Function of job:** | The key function of this role will be to support the management of a specific FET Centre/service/apprenticeships to provide an inclusive and supportive environment for learners to ensure accessibility to all services available. It will also include the Delivery of Communications Module, level 5/Level 6 apprenticeships as required. |

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| **Duties:** | | |
| * Assist in the coordination of existing programmes and the development of new programmes for the Centre * Support inclusion in the Centre, liaise with learning supports and inclusion staff within LOETB to identify and support needs of learners * Where practicable, provide support classes to learners as required * Assist the Centre Manager in the day to day running of the Centre, to include promotion, social media, timetabling of classrooms and facilities, Programme Learner Support System (PLSS) and QQI Business System (QBS) * Coordinate the QQI certification process for the centre, in consultation with the QA Support * Assist Centre Manager in planning and delivery of Open events, Awards Ceremonies, and other events associated with the Centre * Participate in the learner admissions process to include initial assessments and interviews of applicants * Attend and engage with staff meetings, and relevant training and development * Perform other such duties that may be assigned from time to time by management of the FET Centre, FET Manager, Director of FET and the Chief Executive.   This list is not an exhaustive list and you may be required to take on other tasks and duties for the proper and effective performance of your role. | | |
| **Personal specification – Qualifications, Knowledge, Experience & Skills** | **Essential** | **Desirable** |
| * Relevant Qualification at minimum NFQ level 7   and/or a minimum of three years’ FET – related  experience     * Strong IT, administrative and organisational abilities      * Excellent written and oral communication skills      * Excellent interpersonal skills      * Empathy with and positive regard for adult learners      * Be self-motivated and show initiative      * Willingness to learn new skills      * Ability to work in a busy work environment where competing priorities need to be managed      * Flexibility in relation to working hours – evenings and occasional weekends * Driving Licence * Experience in the coordination and/or delivery of QQI modules or familiarisation with QQI system      * Experience in Marketing/social media | ü    ü  ü  ü  ü  ü  ü  ü  ü  ü | ü  ü |

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| **Competencies required:** |
| A number of key competencies have been identified as being essential for the effective performance of the role and function of the Adult Educator.   * Organisation and Planning * Assessment and Records * Interpersonal and Communication Skills * Self-awareness and self-management skills   **Organisation and Planning:** Demonstrates the ability to plan and prioritise the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives despite multiple or conflicting demands.  **Assessment and Records:** Assess student work, development and progression and maintain records regarding attendance and achievement in accordance with statutory requirements. e.g. QQI and DES.  **Interpersonal and Communication Skills:** Engage and communicate in a professional and appropriate manner with all stakeholders.  **Self-awareness and Self-management Skills:** Is self-aware and has the capacity to self-manage and develop personally and professionally. |