

**Job Description**

**Community Education Facilitator**

**The initial appointment will be to Enterprise Engagement however; the area of responsibility may change in line with the needs of LOETB**

**General Terms and Conditions**

Reporting to: Chief Executive/Director of Further Education and Training/

FET Management Team

Nature of Post: 2 Year Fixed Term Contract - 37 hours per week

Place of Work: Tullamore (the post will require travel within the Laois/Offaly region)

Salary: Pre 2011 €45,468 - €64,575

Post 2011 €41,077 - €64,575

**Function of the Job**

Working as a key member of LOETB’s Enterprise Support Services team with responsibility for the provision of upskilling and reskilling opportunities that will equip employees with the skills to progress in their current job, or to take advantage of new job opportunities.

**Duties**

The duties of the role will encompass the following:

* Work as a key member of LOETB’s Enterprise Support Services team to ensure a coordinated approach to developing relationships with employers, industry representatives and other stakeholders.
* Have an understanding of existing LOETB FET provision aimed at the upskilling people in employment.
* Liaise with employers in the Laois/Offaly region in a coordinated manner to identify skills needs and plan programmes to upskill and reskill employees as required.
* Liaise with local and regional organisations to promote the work of LOETB’s Further Education and Training Services.
* Work collaboratively with employers in LOETB’s region to plan appropriate training responses to identified training needs and skills gaps.
* Analyse relevant data, national strategies and policies and engage regional stakeholders in identifying skills gaps in the region, and plan upskilling and reskilling provision.
* Negotiate with employers and employees in relation to such matters as learner work release, times/hours of training, and most appropriate modes of training delivery
* Assume specific responsibility for the provision of upskilling and reskilling opportunities in Renewable and Clean Energy.
* Prepare annual Skills To Advance budget and outcomes projections and reports to including provision, cost, accreditation and other planned outcomes.
* Manage and submit proposals, reports and other relevant documentation to the appropriate bodies as and when required.
* Any other duties assigned by the Chief Executive or a delegated Officer.

**Selection Criteria**

**Qualifications/Experience**

* Candidates must possess the requisite skills, knowledge, competencies and experience to undertake the role to a high standard
* A relevant level 7 or higher qualification in the field of education, training and/or business.
* Relevant experience of collaborating successfully with industry/employers
* Excellent IT, administration and co-ordination skills.
* A full driving license is required as travel within and outside the region is required. Candidates must be willing to work outside normal working hours.

**Competencies**

A number of key competencies have been identified as being essential for the effective performance of this role. The person appointed will be required to demonstrate competence in the following areas, as related to the job description:

**Planning & Organisation**

* Is well organised with the capacity to plan diverse, structured and accessible provision that meets the skills needs of the region

**Delivery of Results & Customer Focus**

* Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
* Maintains a strong focus on meeting the needs of customers at all times
* Ensures all outputs are delivered to a high standard and in an efficient manner
* Use resources effectively, at all times challenging processes to improve efficiencies

**Interpersonal & Communication Skills**

* Maintains a strong focus on meeting the needs of internal and external customers
* Effectively influences others to take action
* Works to establish mutual understanding to allow for collaborative working
* Works effectively

**Analysis & Decision Making**

* Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)
* Uses numerical data skillfully to understand and evaluate business issues
* Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions

**Drive & Commitment to Public Service Values**

* Strives to perform at a high level, investing significant energy to achieve agreed objectives
* Demonstrates resilience in the face of challenging circumstances and high demands
* Is personally trustworthy and can be relied upon
* Ensures that customers are at the heart of all services provided
* Upholds high standards of honesty, ethics and integrity.

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

* Clearly understands the role, objectives and targets and how they fit into the work of LOETB’s Enterprise Support Team
* Develops the expertise necessary to carry out the role to a high standard and shares this with others
* Is proactive in keeping up to date on issues and key developments that may impact on own area