

Galway & Roscommon Education & Training Board: Community Education Facilitator (PL&D) **(<https://www.activelink.ie/node/115068>)**



Community Education Facilitator – Professional Learning and Development (PL&D) Co-ordinator

(Re-advertisement) Ref: GR25 –0313

Galway and Roscommon Education and Training Board (GRET B) provides educational services within the Galway and Roscommon area. We offer an extensive range of educational and training services across our 21 schools and 40 Further Education and Training Centres. We provide services to over 27,000 learners and have a budget of approximately €150 million.

Job Title Community Education Facilitator – Professional Learning and Development (PL&D) Co-ordinator (Re-advertisement)

Contract Type Temporary, One Year Contract

Salary Salary Scale: New Entrant € 47,932 - €74,735 Non-New Entrant € 52,683 - €74,735 **IMPORTANT NOTICE RE: SALARY:** As per DES guidelines, new appointees who are entering this grade for the first time will start at the minimum point of the scale. Incremental credit may only apply, if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy. Starting Salary is not subject to negotiation

Location of Post The post holder will be located in the GRET B Further Education and Training Department (FET). Successful post holder(s) may be transferred to another area within the organisation to allow for the allocation of additional duties, as and when required, which may include the reassignment to other duties where necessary.

Hours of Work 35 hours per week. Hours may be adjusted from time to time under relevant Public Sector Agreements.

Annual Leave 35 days per annum.

Essential Requirements

- A third level qualification at Level 7 or higher on the National Framework of Qualifications or its equivalent. An additional qualification in the field of education, training and development, or a teaching qualification would be desirable, ideally with project management experience.

Desirable Requirements

- Employment experience of at least 5 years in adult education or training, adult literacy.
- Excellent knowledge of design and development of training programmes.
- Experience in researching, design, developing and evaluating training programmes
- Experience of organising and evaluating training events, seminars etc.
- Experience and knowledge of implementing RPL
- Experience of Learner Management Systems
- A high level of knowledge and expertise in Further Education and Training (FET)

- Excellent ICT, administration, and co-ordination skills.
- Excellent motivating, negotiating, interpersonal and team working skills.
- Experience of developing policies and procedures and implementation and monitoring of same.
- Excellent oral and written communication skills.
- Good presentation skills.
- Successful applicant will have a full driving licence and access to a car and be willing to work flexibly outside of normal working hours as required.
- Inniúlacht le dualgais an phoist a chomhlíonadh go héifeachtach trí mheán na Gaeilge/Capacity to discharge the duties of the post through the medium of Irish.

Duties & Responsibilities

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed below and take instruction from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by GRETB.

Key Duties/Areas of Responsibility

Working in the FET Support and Development Unit;

- Maintain an ethos appropriate to adult learning (and FET)
- Develop GRETB Professional Development (PD) strategies, in line with GRETBs strategic priorities, which fully support the strategic priorities of FET and the National FET Professional Learning and Development: Statement of Strategy, in consultation with FET Senior Management team.
- Promote organisational wide PD. Plan and deliver targeted PD provision for the wider Organisation, having an appreciation of the benefits of integrating PD across all sections of the Organisation; developing of themes for the year for all staff to include Inclusion, Wellness and Environment.
- Providing support to new and existing PD initiatives in the form of technical, administrative, and educational inputs.
- Helping PD interests to access funding.
- Plan the provision of effective targeted PD programmes across GRETB which best meet the needs of staff/programmes/centres/FET and GRETB;
 - Conduct a Training Needs Analysis and Skills Audit of Staff in GRETB
 - Maintain a calendar of GRETB strategic PD activities
 - Implement a system for recording and tracking system for professional learning and development activity for staff of GRETB.
- Employ continuous improvement models to allow for effective planning, implementation, review and evaluation of the PD service;
 - Monitor initiatives, reporting to the FET Manager on developments and provision
- Develop and encourage partnerships and links between internally between staff and departments within GRETB and externally with statutory and other providers
 - Initiate and facilitate FET programmes and initiatives.
 - Liaise with colleagues on project development, quality assurance, accreditation, and certification issues
 - Share good practice from the sector and supporting the mainstreaming of relevant lessons into national policy and practice
- Develop project plans, reports and adhere to funding requirements
- Networking of groups, both nationally and locally, supporting participation in Professional Learning and Development and facilitating a co-ordinated input from the sector
- Assisting in the management of resources, e.g. financial, premises, materials, personnel etc as appropriate, relevant to the needs of the local programme
- Undertake any other duties appropriate to the needs of the local scheme as may be assigned by the Director of FET for the effective and efficient management of resources and having regard to the changing needs of the service.

Please see Information Booklet attached below.

Apply for the position:

All particulars of post and online application process can be found on the GRETB website:

<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6469?source=1>
[\(https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6469?source=1\)](https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6469?source=1)

Closing date: **Wednesday 30th April at 4pm.**

All job queries can be submitted to recruitment@gretb.ie (<mailto:recruitment@gretb.ie>).

Region

Galway

Date Entered/Updated

14th Apr, 2025

Expiry Date

30th Apr, 2025

Attachment	Size
Information Booklet (3).docx	82.35 KB

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