

Galway & Roscommon Education & Training Board: Community Education Facilitator (<https://www.activelink.ie/node/115087>)



Community Education Facilitator – National Arborist Apprenticeship Coordinator

(Re-advertisement)

Ref: GR25 – 0326

Galway and Roscommon Education and Training Board (GRETB) 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: Permanent Community Education Facilitator – National Arborist Apprenticeship Coordinator

Contract Type: Permanent

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 Petersburg Outdoor Education and Training Centre, Clonbur, Co. Galway. Successful post holder(s) may be transferred 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. Attendance will be required during normal ETB office hours and at such other times as are necessary for the delivery of the duties of the post. Attendance outside of normal office hours will be by prior agreement with the Director of FET/ Adult Education Officer as will the offsetting of such attendance against normal office hour's attendance.

Hours may be adjusted from time to time under relevant Public Sector Agreements.

Annual Leave: 35 days per annum.

Essential Requirements

- A qualification at Level 7 on the National Framework of Qualifications or its equivalent, and/or significant relevant work experience;
- Third level qualification(s) in relevant discipline(s) commensurate with this role would be an advantage.

Skills & Experience

- A high level of knowledge and expertise in the area of Further Education Training;
- Experience/Knowledge of the Arboriculture industry an advantage

- Business development experience
- Experience of promotional planning through various formats including social media
- Experience of implementing and administering FET programmes;
- Strong Project management skills
- Experience in designing and developing resources and content for education and training programmes;
- Excellent motivating, interpersonal and team-working skills;
- Excellent oral and written communication skills;
- Excellent ICT and administration 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.

The Position

The National Arborist Apprenticeship Coordinator will be responsible, under the direction and guidance of the FET Senior Manager/Director of Further Education & Training for the overall management of the national Apprenticeship including, but not limited to, management of the virtual learning platform, operational delivery, stakeholder engagement, promotion, administration and quality assurance of the National Apprenticeship in Arboriculture

Please see Information Booklet attached below.

Application Process / 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/6756?source=1>
[\(https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6756?source=1\)](https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6756?source=1)

Closing Date: 05/05/2025 04:00 PM

Contact details : All job queries can be submitted to Recruitment@gretb.ie (mailto:Recruitment@gretb.ie)

Region

Clonbur, Co Galway

Date Entered/Updated

14th Apr, 2025

Expiry Date

5th May, 2025

Attachment	Size
Information Booklet.docx	83.51 KB

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