

Galway & Roscommon Education & Training Board: School Completion Programme Coordinator **(<https://www.activelink.ie/node/116376>)**



Post Title: School Completion Programme (SCP) Coordinator Galway City East & Gort, Co. Galway

Initial Location: Galway Community College, Wellpark, Galway

Capacity: Permanent

Reporting to: The Local Co-ordinator will report to and work under the direction of the Local Management Committee of the Project. The School Completion Programme Coordinator also reports to their National Manager in TESS who will provide professional, administrative support and guidance.

The School Completion Programme (SCP) is funded by the Department of Education and funding is administered through Tusla Education Support Service (TESS). The SCP aim to have a significant positive impact on levels of pupil retention in primary and second level schools and on the number of pupils who successfully complete the Senior Cycle. The position of Local Coordinator is one that necessitates the development of programmes and provision of support for children and young people who are at risk of early school leaving.

The Co-ordinator will lead the development and implementation of the programme in consultation with TESS, under the direction of the School Completion Programme Local Management Committee and in consultation with the school Principals.

Galway City East and Gort SCP currently work in eight schools based in the eastside of Galway City and Gort, Co. Galway.

INITIAL DUTIES AND RESPONSIBILITIES:

- Co-ordinate and implement the School Completion Programme plan as drawn up with the Local Management Committee in line with the agreed budget.
- Report and work under the direction of the School Completion Programme Local Management Committee in relation to all aspects of the project
- Provide direct support to the targeted young people as required.
- Organise and facilitate the provision of in-school, out-of-school, after school and holiday time supports for the targeted young people
- Establish and maintain strong links with all relevant agencies
- Ensure the active participation of the other relevant partners
- Provide regular professional supervision to the Project Workers ensuring a high quality of work.
- Participate in training organised through TESS.
- Monitor and evaluate the quality of the programme through completing an Annual Report and Retention Plan to be submitted to TESS.
- Keep a comprehensive report and descriptions of all aspects of the Programme recording successes, failures and changes
- Identify and facilitate, in consultation with the School Completion Programme Local Management Committee, the provision of relevant in-service training for SCP Project Workers.
- Complete quarterly financial returns and annual Financial Compliance Reports to TESS.
- Co-operate with the Department of Education and TESS in relation to the evaluation and audit of the Programme and the collection of data and furnishing of reports required on a timely basis.

PERSON SPECIFICATION

ESSENTIAL QUALIFICATIONS

Education

- Candidates must hold, as a minimum, a QQI level 8 Qualification in Youth Work, Education or other related discipline relevant to the role.

Driving Licence

- Full clean valid driver's licence and access to a car is essential.

DESIRABLE

- 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 would be desirable but not essential.

EXPERIENCE

- Previous management experience to include managing staff, budgets and furnishing reports.
- A proven track record of working with young people.
- The ability to work as part of a multi-disciplinary team.
- A good working knowledge of computers.
- An understanding of the Education system and the School Completion Programme

COMPETENCIES

Competences: The person appointed to the above post will be required to show evidence of the following competences:

Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet objectives.
- Leads the team by example, coaching and supporting individuals as required.
- Places high importance on staff development, training and maximising skills and capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change.

Judgement, Analysis and Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Takes account of any broader issues, agendas, sensitivities and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.
- Uses judgement to make sound decisions with a well reasoned rationale and stands by these.
- Puts forward solutions to address problems.

Management and Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes

effectively.

- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

Interpersonal and Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Acts as an effective link between staff and senior management.
- Encourages open and constructive discussions around work issues.
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.
- Collaborates and supports colleagues to achieve organisational goals.

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others.
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work.
- Focuses on self development, striving to improve performance.

Drive and 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.

CONDITIONS OF SERVICE

Terms of Appointment:

The post is a whole-time and permanent. A panel may be formed from which future relevant vacancies may be filled.

Remuneration:

€46,664 - €76,291 (including 2 Long Service Increments)

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***

Hours of work:

A 35-hour week is in operation. Hours may be adjusted from time to time under relevant Public Sector Agreements. The SCP Coordinator role is a full time post and requires flexibility in working hours over the whole year i.e. 52 weeks to provide the appropriate programmes for children and young people in school, after school, during school holiday periods and in the out of school setting.

Annual leave:

The Annual Leave entitlement for this post is 26 days.

Driver Licence:

The post holder must hold a full valid driver's licence and have full use of a mode of transportation.

Location:

The Co-ordinator post will initially be based in Galway Community College, Wellpark, Galway, but from time to time will demand the flexibility to operate from alternative locations across the region as required.

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/7114?source=1>
(<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/7114?source=1>)

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

Closing Date: 08/07/2025 12:00 PM

Region

Galway City

Date Entered/Updated

23rd Jun, 2025

Expiry Date

8th Jul, 2025

Source URL: <https://www.activelink.ie/vacancies/education-training/116376-galway-roscommon-education-training-board-school-completion-programme-coordinator>