

INFORMATION BOOKLET

Adult Literacy Organiser (Initial Responsibility for Coordinating Regional Literacy)

Open Competition/ 4.5 years Fixed Purpose Contract



**Closing Date: Tuesday, 28th
October 2023 at 13.00 hours**

Interviews will be held the week
beginning 11th December 2023

ETBI is committed to a policy of equal opportunity.



Adult Literacy Organiser

(Initial Responsibility for Coordinating Regional Literacy)

Education and Training Boards (ETBs)

Introduction

Education and Training Boards (ETBs) are statutory education authorities, established by the Education and Training Boards Act 2013 to replace the Vocational Education Committees (VECs). The Act created a new structure that better positions the sector to support the evolution of the delivery of educational services.

ETBs deliver a wide range of services across many educational levels throughout Ireland. They operate over 270 second-level schools, Post Leaving Certificate (PLC) colleges, vocational training centres, and over 500 education centres. ETBs are trustees of 92 Community Colleges. They also manage a growing number of multi-denominational primary-level Community National Schools (www.cns.ie). ETBs are involved in Youth Work, Youthreach programmes, apprenticeships, traineeships, prison education, Back to Education initiatives, Vocational Training Opportunities (VTOS) schemes, workplace learning programmes, outdoor education and training, adult and community education, and other educational programmes. There are ETB-run centres, schools or colleges in every corner of Ireland.

Subsequent to the enactment of the Education and Training Boards Act 2013, the ETB sector has undergone a major transformation. The Further Education and Training (FET) sector in Ireland provides a range of education and training programmes to more than two hundred thousand people each year. FET is the distinct, diverse and vibrant sector of the Irish education system which provides learning opportunities at post-secondary school level to a range of different learners. The FET sector is unique within the Irish education system as it is not dedicated to any one specific group of learners by virtue of age or stage of educational development. FET opportunities include life-long learning, social inclusion and access to work-based learning opportunities for citizens aged sixteen and over.

Role Description

Through the Adult Literacy for Life Strategy and the Future FET: Transforming Learning - The National Further Education and Training (FET) Strategy set ambitious targets to be achieved. A National Adult Literacy for Life Strategy Programme Office will be established to operate as a central, coordinating body across Government departments & other relevant stakeholders. A key element of this office will be to serve as a driver of collaboration & overall strategy implementation through the national network of Adult Literacy Organiser (Initial Responsibility for Coordinating Regional Literacy).

The Adult Literacy Organiser (Initial Responsibility for Coordinating Regional Literacy) will be located within the national network of ETBs and will report to the ETB Adult Education Officer for the efficient performance of tasks as agreed. There will also be a strong monitoring and reporting relationship with ALL National Programme Office, facilitated by the submission and subsequent approval of annual regional literacy plans in line with national templates, guidelines and strategic objectives.

The role will focus on working with stakeholders at a local level, as well as colleagues across the education, health, community development & local government supports & services to embed the required systems-based approach to addressing unmet literacy needs.



Initial duties and responsibilities for Adult Literacy Organiser (Initial Responsibility for Coordinating Regional Literacy) will include (but not be limited to) the following:

- Map all local and regional services and stakeholders with a role to play in addressing unmet literacy needs and develop key contacts within this ecosystem.
- Establish, and serve as the Secretariat for, a Regional Literacy Coalition involving all relevant key stakeholders across Government, society, and economy
- Coordinate the roll-out of specific initiatives in support of Adult Literacy for Life at regional level (e.g., training programmes for local service providers, coordination of awareness campaigns; projects focusing on particular vulnerable target groups).
- Develop and submit an annual Regional Literacy Plan to the ALL National Programme Office for approval, which supports the delivery of the ALL strategy and facilitates cross-organization and cross-service coordination and partnership within the region, which is endorsed by the Regional Literacy Coalition
- Monitor delivery of the Regional Literacy Plan, submitting quarterly progress reports to the National Programme Office, and identifying any risks, barriers, or opportunities which impact implementation
- Contribute to national networks to share ideas and innovation and mainstream good practice in the delivery of Adult Literacy for Life cross-society and
- Participate in local and regional networks which will facilitate a collaborative approach in addressing literacy, numeracy, and digital inclusion at regional level
- Coordination of local administration of the Adult Literacy for Life Collaboration and Innovation fund for relevant partnership projects

Experience and Qualifications:

The successful candidate will:

1. Hold a relevant qualification and post-qualification experience to include experience designing and managing advances relating to unmet literacy needs, numeracy and digital skills
2. Minimum of 3 years working in Adult Literacy (This is desirable)
3. Demonstrate a high level of ICT literacy including a proven ability to apply technology in the workplace
4. Have a proven track record of project management and organisational skills to co-ordinate work plans, prioritise work, manage multiple priorities and meet deadlines
5. Be a self-starter capable of working on his/her own initiative, with strong multitasking capability and flexibility
6. Good planning and organisational skills with the ability to prioritise tasks effectively in a dynamic and pressurised environment
7. Excellent leadership skills with the ability to manage staff and other resources effectively to deliver high quality output within tight time frames
8. Proven record as a team-player with a flexible approach
9. Highly developed oral and written communication skills, including negotiation, report writing and presentation skills.

NOTE: Qualifications/eligibility may not be verified until the final stage of the process. Therefore, those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

**Competencies Required:**

The Adult Literacy Organiser (Initial Responsibility for Coordinating Regional Literacy) will be required to show evidence of the following competencies:

Leadership

- Actively contributes to the development of the strategies and policies of the Adult Literacy for Life Strategy
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole ensuring effective delivery of tasks
- Considers the effectiveness of outcomes across the ETB sector
- Clearly defines objectives and delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching and creating opportunities for skills development
- Identifies and takes opportunities to introduce new and innovative ways to improve services across the ETB sector
- Works actively with senior management

Analysis and Decision Making

- Research issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages with awareness of possible consequences
- Uses judgement to make clear, timely and well-grounded decisions on important issues
- Considers the wider implications of decisions on internal and external stakeholders
- Takes a firm position on issues he/she considers important

Management and Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising considering challenging circumstances
- Looks critically at issues to see how things can be done better
- Is open to new ideas, initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services consistently
- Effectively manages multiple projects and personnel
- Is solution focused



Interpersonal and Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across the ETB
- Maintains poise and control when working to influence others
- Instils a strong focus on high standards of customer service in his/her area
- Develops and maintains a network of contact to facilitate problem solving or information sharing
- Engages effectively with a range of internal and external stakeholders, including the ETB's management and staff

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of Adult Literacy for Life Strategy and the ETB sector
- Has a breadth and depth of knowledge of relevant Government Strategy and Policy, along with ETB sectoral issues and is sensitive to wider political and organisational priorities
- Is focused on self-development, keeps up to date with relevant developments seeking feedback and opportunities for growth to help carry out the specific requirements of the role currently and into the future.

Drive and Commitment to Public Service Values

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Promotes the highest standards of customer care and respect
- Through leading by example, fosters the highest standards of ethics and integrity.

Health

A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned

And if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed
- Are fully competent and available to undertake, and fully capable of undertaking the duties attached to the position.



Citizenship Requirement

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

CONDITIONS OF SERVICE

The overall conditions of service are as per Circular Letter M15/01 as amended by collective agreements relevant to the Adult Literacy Organiser grade.

Terms of Appointment

This appointment will be for a 4.5-year fixed-purpose contract subject to an eleven month probationary period. If at any time during the probation period, it appears that the appointee would not be suitable for final appointment the contract will be terminated.

Secondment from the education sector may be considered for the filling of the position.

Reporting Structure

The Adult Literacy Organiser (Initial Responsibility for Coordinating Regional Literacy) will report to the ETB Adult Education Officer.

Remuneration

The salary scale applicable to this position is the Adult Literacy Organisers scale. The starting salary scale as of March 2023 for new entrants is €44,847 plus qualifications' allowance if applicable. As per DE guidelines, new appointees who are entering this grade for the first time will start at the minimum point of the scale, however incremental credit may apply, if, immediately prior to appointment the appointee is already a serving Civil or Public Servant.

Starting salary

Candidates should note that the starting salary will be at the minimum of the appropriate pay-scale and will not be subject to negotiation.

Different remuneration and conditions may apply, if, immediately prior to appointment the appointee is already a serving Public Servant.

Prior to taking up duty an appointee seconded to the post will be required to provide a comprehensive statement to the ETB from his/her substantive employer confirming salary and pension details.

Annual Leave

The appointee will be entitled to 35 working days holidays in each year (in addition to the usual Public and Bank Holidays) to be taken at a time or times convenient to business needs.

Sick Leave

Sick Leave will be in accordance with established procedures and conditions for ETB staff generally. Prior to taking up duty an appointee seconded to the post will be required to provide to ETB their sick leave records for the previous 4-year rolling period from his/her substantive employer.



Termination

The appointment will be terminated by one month's notice in writing on either side.

Pension

The appointee will be eligible to join the ETB's pension scheme in accordance with scheme rules.

If the appointee is seconded from the education sector (public service), the rules of the superannuation scheme applicable to their substantive grade will apply.

Location

The Adult Literacy Organiser's principal place of work is dependent on the ETB area to which they are assigned. The initial location will either be Westmeath or Longford. However, LWETB reserves the right to assign you to any other location as the service demands require.

Maternity / Adoptive / Carers / Parental / Force Majeure Leave

Maternity / Adoptive / Carers / Parental Leave will be granted in accordance with the arrangements authorised by the Minister for Education and Skills. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.

General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

SELECTION PROCESS

How to Apply

Your application must be submitted by email to recruitment@lwetb.ie not later than **13.00 hours on Tuesday 28th November 2023**. The recruitment process will be in line with the LWETB's business processes.

Applications will not be accepted after the closing date and time.

The admission of a person to this competition, or invitation to take tests or attend for interview is not to be taken as implying that the ETB is satisfied that such person fulfils the requirements.

Notes:

Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of the ETB. Therefore, candidates are strongly advised to submit applications well before the *application deadline* on the specified closing date. Enquiries should be directed to the ETB.

**Please Note:**

We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc. Candidates should make themselves available on the date(s) specified by the ETB.

The Selection Process may include:

- Shortlisting of candidates on the basis of the information contained in their application
- 2 stage interview process

The Selection Process will include:

- A competitive interview which may include a presentation
- Reference checking

Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. If the numbers applying for the position are such that it would not be practical to interview everyone, an ETB may decide to employ a short-listing process to select a group for interview who, based on an examination of the documents provided by you, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, *prima facie*, better qualified and/or have more relevant experience. During any short-listing exercise that may be employed, an ETB examines the application forms and assesses them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

GENERAL INFORMATION**Security Clearance**

ETBs are registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

Other Important Information

ETBs will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that any ETB is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position each ETB will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should another vacancy arise, an ETB may at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates should note that any attempt to canvass support for an application will lead to disqualification.



Confidentiality

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by an ETB or who do not, when requested, furnish such evidence as the ETB require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

ETBs process data in compliance with current Data Protection legislation.

Feedback

Feedback will be provided on written request.

Latest date for receipt of completed applications for the above post is: Tuesday, 28th November 2023 at 13.00 hours via email to recruitment@lwetb.ie

LATE APPLICATIONS WILL NOT BE ACCEPTED CVs WILL
NOT BE CONSIDERED
SHORTLISTING OF CANDIDATES MAY TAKE PLACE

ETBs ARE AN EQUAL OPPORTUNITIES EMPLOYER