



Tipperary
ETB

Bord Oideachais & Oiliúna Thiobraid Árann
Tipperary Education & Training Board

Adult Literacy Organiser (ALO)

Initial duties - Coordinator FET programmes

Job Description and Information Booklet

**Your
journey,**
our
commitment.

www.tipperaryetb.ie

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About Tipperary Education and Training Board

Tipperary Education and Training Board (Tipperary ETB) is one of 16 ETBs established under the provisions of the Education and Training Boards Act, 2013. The introduction of this legislation in 2013 resulted in the amalgamation of both the former North Tipperary Vocational Education Committee and South Tipperary Vocational Education Committee to become Tipperary ETB.

Tipperary ETB is the statutory provider of education and training to the people of County Tipperary. Our education and training opportunities are provided through a network of schools and centres, strategically located in key centres of population, while also reaching into rural communities. Tipperary ETB's core values of Excellence, Care, Equality, Community and Respect ensure that our students are at the heart of everything we do.

Tipperary ETB serves the entire county of Tipperary with a population of circa 166,991.¹

Our student statistics for 2023 are as follows:

Provision	No. of Locations	No. of Beneficiaries
Post-Primary	10	5,194
Community National School	1	166
High Support Post-Primary School	1	17
Further Education and Training*	22	14,054
Total	34	19,431

* This refers to the number of locations that are owned or leased on a long-term basis.

Tipperary ETB works to support the provision, co-ordination, administration and assessment of a range of services including youth work in County Tipperary and 'Music Generation Tipperary' which is part of Music Generation – Ireland's National Music Education Programme.

Role Summary

Note: The title of this post 'Adult Literacy Organiser (ALO)' refers to the Grade in FET that this post is aligned to. This post, Adult Literacy Organiser (ALO), with initial duties – Coordinator FET Programmes, in practice, refers to the responsibilities and duties associated with a BTEI (Back to Education Initiative) Coordinator. Throughout this document the post is referred to as Adult Literacy Organiser (ALO), with initial duties – Coordinator FET Programmes.

¹ 2022 Census of Population

The Adult Literacy Organiser (ALO), with initial duties - Coordinator FET Programmes, plays a crucial role overseeing the effective management of an integrated and consolidated FET service. The Coordinator FET Programmes is responsible for effective management of staff ensuring a high-quality assured service, management of relevant FET centre operations, and provides oversight and direction for student participation and assessment on courses and programmes offered by Tipperary ETB. Strong collaborative, project management, organisational and communication skills are key to successful FET provision outcomes.

Key Duties and Responsibilities

The duties and responsibilities of the post are ever evolving as the exigencies of the post require. Reporting to the Further Education and Training (FET) Senior Manager, the key responsibilities for this position will include, but not be limited to, the following:

- Work in collaboration with FET Senior Management, and other FET programme managers, to support an integrated and consolidated FET provision.
- Oversee the implementation and management of FET courses and provision, with a focus on QQI Level 4/5 part time or equivalent, as agreed with FET Senior Management, in locations as agreed through area-based planning.
- Plan, manage and monitor the outcomes of this provision annually.
- Plan, manage and monitor the programme budget and expenditure.
- Plan, manage, supervise, and direct support to all staff in this FET provision (Resource, Teachers, Adult Educators, Administrators, Caretakers etc).
- Collaborate with other FET programme managers and auxiliary staff, a collective approach to FET centre management and service delivery.
- Ensure FET centres, facilities and resources for the delivery of provision are appropriate and relevant to the needs of programme staff and students, and in line with all Quality Assured (QA) policies and procedures.
- Manage and oversee operational and administrative platforms ensuring accurate and complete data for staff and students (e.g. PLSS, P2P, Core, QBS, ICDL, ITEC etc).
- Liaise with the Admissions office to ensure targeted and consolidated FET promotional efforts that will ensure optimal course capacity. Implement local recruitment and promotional efforts in parallel with Admissions office, as appropriate.
- Engage with FET colleagues on area-based planning efforts that adhere to local needs and national priorities, as determined by Tipperary ETB, SOLAS, Department of Education and Skills (DES) and other relevant authorities e.g. community, employers and industry.

- Contribute to efforts to meet the objectives and targets set out in Tipperary ETB’s Strategic Performance Agreements with SOLAS.
- Prepare reports and submissions on provision outcomes and other relevant data as required by the FET Senior Manager or Chief Executive (CE)/Director of Further Education and Training (DFET) as appropriate, for internal and external stakeholders.
- Contribute, and project manage, actions identified in collaboration with FET Senior Manager/Director of Further Education and Training (DFET) in line with the progression of an integrated and consolidated FET service.
- Act in a representative capacity as required on matters relating to FET locally, regionally or nationally, as appropriate.
- Undertake other duties, projects or activities, as may be assigned from time to time in line with Tipperary ETB strategic priorities by the FET Senior Manager/Director of FET (DFET).

Self-Development

To keep abreast of current developments and issues in Further Education and Training by reading current literature and keeping abreast of new developments, attending professional development opportunities, education and training courses when possible and as appropriate in consultation with your line manager.

Person Specification

The following outlines the essential and desirable qualifications, experience, skills and attributes that a candidate must possess to be considered for the role of Adult Literacy Organiser – initial duties Coordinator FET Programmes.

They serve as a benchmark for evaluating applicants' suitability and ensuring they meet the specific requirements necessary to perform the role effectively.

Candidate Profile	Essential	Desirable
Qualifications	<p>To be eligible for employment a candidates must have the following:</p> <p>A relevant qualification at Level 8 on the National Framework of Qualifications. or its equivalent</p> <p style="text-align: center;">and</p> <p>Minimum of three years post qualification work experience in FET, or its equivalent.</p>	<ul style="list-style-type: none"> • Experience in coordinating and managing FET, or its equivalent. • Strong administrative and data management experience in an educational environment.

Candidate Profile	Essential	Desirable
Experience	<p>Minimum of 3 years' experience working in Further Education and Training.</p> <p>Have relevant experience in FET centre programme management and / or delivery of FET provision.</p>	<p>Have relevant experience:</p> <ul style="list-style-type: none"> • working in a similar role, • working with a diverse adult student cohort, • in staff management and data management systems, • collaborating with employers, industry or community partners to align education provision with labour and local market needs, • competence in a range of ICT tools, • knowledge and awareness of Universal Design for Learning.
Personal Profile	<p>Strong interpersonal, relationship and team working skills.</p> <p>Strong leadership skills such as open mindedness, problem solving, adaptability, self-awareness and self-improvement.</p> <p>Ability to lead a team and work collaboratively with colleagues.</p> <p>Strong skills in prioritising tasks, meeting deadlines, and managing multiple responsibilities efficiently.</p> <p>Can demonstrate a track record of initiative, commitment and persistence in previous role.</p> <p>Undertakes professional development.</p>	<ul style="list-style-type: none"> • Ability to understand and relate to the diverse backgrounds, challenges and needs of adult students, providing guidance and support with sensitivity and care. • Ability to think critically and creatively to help staff and students overcome challenges. • Capacity to work effectively with a range of stakeholders and represent Tipperary ETB.
Self-Awareness / Self-Management	<p>Ability to recognise and regulate emotions maintaining professionalism and composure in stressful or challenging situations.</p>	<ul style="list-style-type: none"> • Willingness to seek feedback, evaluate personal performance, and make improvements.

Candidate Profile	Essential	Desirable
	<p>Effectively manages time to balance multiple responsibilities.</p> <p>Focuses on problem solving for delivery of a high-quality service.</p> <p>Adheres to ethical standards and practices, maintaining professionalism and confidentiality in all interactions.</p>	<ul style="list-style-type: none"> • Commitment to FET and life long learning and staying updated with the latest strategic developments in the sector.
Special Requirements	<p>Able to meet the travel requirements of the position.</p> <p>Willing to work flexible hours from time to time as required.</p>	

Competencies Required

Tipperary ETB core values of Excellence, Care, Equality, Community and Respect are the guiding principles of the organisation and underpin the competencies required to fulfil this role.

The person appointed to the above post will be required to show evidence of the following effective performance indicators for each competency:

- **Interpersonal and Communication Skills**
- **Leadership and Team Management**
- **Problem Solving**
- **Organisation and Planning**
- **Self-awareness and Self-management**
- **Perseverance and Resilience**

Competency	Effective Performance Indicator
Interpersonal and Communication Skills	Communicates information and ideas clearly and briefly, both in speaking and writing, to staff, students and colleagues making sure everyone understands.
	Shows understanding and consideration for the feelings and perspectives of both staff and students, fostering a supportive work environment.
	Effectively establishes and maintains positive, trusting relationships with staff, students, and colleagues fostering a supportive and integrated team culture.
	Manages and resolves conflicts in a fair and constructive manner.
	Persuades staff and students to consider different viewpoints and influences decisions positively, promoting a culture of continuous improvement.
Leadership and Team Management	Actively participates in team meetings and collaborates with colleagues to develop and implement provision.
	Shares information openly and effectively with team members, ensuring everyone is informed and up to date on developments.
	Establishes trust and rapport with students, colleagues, and community partners through consistent, reliable, and supportive interactions.
	Consistently reliable meeting commitments and deadlines, provides support and encouragement, demonstrating dependability.
	Adjusts to changing demands and roles, demonstrating flexibility and a willingness to take on different responsibilities.
	Handles conflicts promptly and constructively, promoting a positive and cooperative work environment.
Problem Solving	Makes well-informed decisions based on analysis of strategic performance agreements and organisational goals.
	Develops and implements strategies to address staff, student and centre provision issues (e.g. timetabling).
	Continuously monitors and evaluates decisions making adjustments as necessary to improve outcomes for students, staff and centres.
	Evaluates potential risks and benefits of different decisions and solutions on an ongoing basis mitigating risks.

Competency	Effective Performance Indicator
Organisation and Planning	Develops, implements, and manages a clear plan of provision annually.
	Uses resources (e.g. staff, budget, centre) effectively to achieve provision and service goals.
	Effectively prioritises service delivery based on strategic performance agreements, area-based demands, recruitment and student progression requirements, and community or employer based demands.
	Assigns tasks and responsibilities to staff team appropriately, ensuring that workloads are balanced. Regularly monitor progress and adjusts plans accordingly.
	Coordinates, develops and monitors staff timetables for service delivery.
Self-awareness and Self-management	Maintains composure and professionalism in challenging situations to ensure a positive interaction with staff, students and colleagues.
	Demonstrates a strong drive to achieve goals and persists with challenges, and seeks help and advice when required.
	Takes responsibility for actions and decisions with staff, students and colleagues, acknowledging mistakes and learning from them.
	Seeks out opportunities for professional development, and stays current with sector strategic developments.
	Manages own work time and staff time efficiently, balancing the demands of work and the maintenance of staff care and well-being.
Perseverance and Resilience	Adjusts provision strategies in response to feedback, changing local, regional or national goals, as directed.
	Consistently meets provision demands and targets over extended periods, managing workload and stress effectively to ensure continued performance and achievement of provision goals.
	Seeks constructive feedback and solutions to challenges.

Terms and Conditions

Job Title	Adult Literacy Organiser (ALO) with initial duties – Coordinator FET Programmes
Reporting to	Designated FET Manager
Grade	Adult Literacy Organisers/Community Education Facilitators
Remuneration	€46,932 - €73,270 as per DoE Circular Letter 0075/2024

Important notice regarding salary

As per Sectoral 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 member of another relevant public sector education or training or community services. The rate of remuneration may be adjusted from time to time in line with Government pay policy. Starting Salary is not subject to negotiation.

Place of Work

The place of work will be Nenagh or Clonmel. This is subject to change in line with the requirements of the organisation.

Hours of work

Adult Literacy Organiser – initial duties Coordinator FET Programmes is 35 hours per week as per normal office hours. Attendance outside of normal hours will be by prior agreement with the CE/DFET/FET Senior Manager of Tipperary ETB and will be offset against normal hours attendance.

Annual Leave

The successful candidate will be entitled to 35 days annual leave, excluding public holidays.

Sick Leave

Sick leave will be in accordance with established procedures and conditions for Tipperary ETB staff.

Travel and Subsistence

Holders of the post shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the Tipperary ETB. Travelling expenses and subsistence expenses will be payable in respect of approved journeys necessarily and will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Tipperary ETB's Travel and Subsistence Policy.

Offers of employment

Offers of employment are subject to, reference checks and pre-employment checks.

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 and Switzerland. Swiss citizens under EU agreements may also apply.

Garda Vetting

Tipperary ETB is 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.

References

Tipperary ETB reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. Tipperary ETB also reserves the right to determine the merit, appropriateness and relevance of such references and referees. Please note that candidates are requested not to submit references with their application form.

Pre-Employment Health Assessment

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

Candidates will be required to undergo a pre-employment Health Assessment which will be reviewed by the ETB's Occupational Health Service. An offer of employment is subject to satisfactory pre-employment health assessment.

Probation

Where a person is appointed to a position in Tipperary ETB the first twelve months of their contract will be regarded as the probationary period. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

Superannuation

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are available on www.tipperaryetb.ie.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

The maximum retirement age for a member of the single public service pension scheme as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

Notice of Termination

This appointment is terminable by one month's notice in writing from either side subject to statutory provisions and relevant collective agreements.

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.

Shortlisting

Tipperary ETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition.

During the shortlisting process, the shortlisting board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications, experience, skills and competencies on the application form in a clear and concise manner.

It is important to note that while you may meet the essential qualification(s) and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Tipperary ETB may decide to employ a shortlisting process to select candidates for interview.

Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.

Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly, scores may differ from competition to competition.

Interview process

Selection, from shortlisted candidates, shall be by means of a competition based on a competency-based interview conducted by Tipperary ETB. A second stage interview may form part of the interview process.

Deadline for receipt of completed application

Completed application form must be submitted to careers@tipperaryetb.ie by the deadline of **12 noon, Wednesday 12 March, 2025**

General guidelines on applying for this position

Please read the application form carefully and ensure it is completed as comprehensively as possible.

All sections of the application form must be completed in full and typed. Please note that handwritten forms will not be accepted. The form will expand to accommodate the text you enter.

Candidates will be required to describe some of their relevant experience, achievements to-date that demonstrate the key competencies required for the position as outlined. Candidates should describe relevant situation(s) from their own experience, which they think are the best example(s) of what they

have done which demonstrates the specific competencies. The example(s) may be drawn from candidates experience in various settings including their professional, community or voluntary involvement.

All information must be set out on the official application form. If required, additional pages may be used. An additional CV will not be accepted.

One copy of your completed application form and any supporting information should be submitted.

Please take note of the closing date for the position and make certain your application is submitted in plenty of time. Late applications will not be accepted.

Application forms are only accepted via email and should be signed and returned by email to: careers@tipperaryetb.ie.

Care should be taken to provide full and accurate information. Any misstatement given may disqualify your application.

Further information regarding Tipperary ETB including details on all our services can be obtained on our website: www.tipperaryetb.ie

By applying for any position with Tipperary ETB, you acknowledge that your personal data shall be processed by Tipperary ETB. The Privacy Notice which is available on www.tipperaryetb.ie gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on www.tipperaryetb.ie.

Internal Use Only

Competition Reference Number	24-25-202

Registered Charity Number / Uimhir Charthanais Chláraithe:
20083595

Your journey, our commitment.



Rialtas na hÉireann
Government of Ireland



Có-mhainithe ag an
Aontas Eorpach
Co-funded by the
European Union

SOLAS
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