

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	Community Education Facilitator – Professional Learning and Development (PL&D) Co-ordinator
Contract Type	Temporary, One Year Contract
Salary	<p>Salary Scale: <i>New Entrant</i> €46,932 - €73,270 <i>Non New Entrant</i> €51,650 - €73,270</p> <p>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</p>
Location of Post	The post holder will be located in the GRETb 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	<ul style="list-style-type: none"> • 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)

	<ul style="list-style-type: none"> • 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	<p>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.</p>
Key Duties/Areas of Responsibility	<p>Working in the FET Support and Development Unit;</p> <ul style="list-style-type: none"> • 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; <ul style="list-style-type: none"> ○ 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; <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Initiate and facilitate FET programmes and initiatives.

	<ul style="list-style-type: none"> ○ 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.
Competencies	<ul style="list-style-type: none"> • Team Leadership • Analysis and Decision Making • Management and Delivery of Results • Interpersonal and Communication Skills • Specialist Knowledge, Expertise and Self Development • Drive and Commitment to Public Service Values
Terms & Conditions of Appointment	<ul style="list-style-type: none"> • Any offer will be subject to the receipt of two satisfactory references • The appointment will have a probationary period, details of which will be stipulated in the contract • GRETB reserves the right to transfer staff as the needs of the organisation dictate. • The person appointed will be required contribute to the relevant Superannuation Scheme. • Extern work may not be undertaken without prior consent of GRETB.
Health	<ul style="list-style-type: none"> • 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. • For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at GRETB's expense, a medical examination by a qualified practitioner nominated by GRETB.
Character	<p>Candidates must:</p> <ul style="list-style-type: none"> • 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. <p>And if successful, they will not be appointed to the post unless they:</p> <ul style="list-style-type: none"> • Agree to undertake the duties attached to the post and accept the

	<p>conditions under which the duties are, or may be required to be performed, and</p> <ul style="list-style-type: none"> • Are fully competent and available to undertake, and fully capable of undertaking the duties attached to the position.
Citizenship Requirement	<p>Eligible candidates must be:</p> <ol style="list-style-type: none"> a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or b) A citizen of the United Kingdom (UK); or c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa. <p><i>To qualify candidates must be eligible by the date of any job offer.</i></p>
Incentivised Scheme for Early Retirement (ISER)	<p>It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.</p>
Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)	<p>The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).</p>
Department of Health and Children Circular (7/2010)	<p>The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for reemployment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p>

Collective Agreement: Redundancy Payments to Public Servants	The Department of Public Expenditure, National Development Plan Delivery and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure, National Development Plan Delivery and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)
Declaration	Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
Probation	The appointment shall be subject to a probationary period. The appointment will be confirmed subject to satisfactory completion of the probationary period and satisfactory performance of the duties of the post.
Rest Periods	The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.
Superannuation and Retirement	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Education and Training Board 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 at www.singlepensionscheme.gov.ie</p> <p>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.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> • Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66. • Retirement Age: Scheme members must retire on reaching the age of 70. <p>Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to Consumer Price Index - CPI). Post retirement pension increases are linked to CPI.</p>

<p>Pension Abatement</p>	<ul style="list-style-type: none"> • If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position. • However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement (VER) arrangement (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. The implications with respect to entitlements under the VER pension, in particular where the VER provided for added years, will be determined by the terms and policies governing the specific VER in question. The Department of Education and the Department of Public Expenditure, National Development Plan Delivery and Reform should be consulted in advance of formal appointment in all cases where the prospective appointee availed of a previous VER arrangement in the Civil or Public Service.
<p>Department of Education Early Retirement Scheme for Teachers Circular 102/2007.</p>	<p>The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).</p>

Ill Health Retirement	<p>Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.</p> <p>Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.</p> <p><i>Appointment post Ill-health retirement from Civil Service:</i> If successful in their application through the competition, the applicant should to be aware of the following:</p> <ol style="list-style-type: none"> 1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases. 2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same. 3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks. <p><i>Appointment post Ill-health retirement from Public Service:</i></p> <ol style="list-style-type: none"> 1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme. 2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement. <p>The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.</p>
Pension Accrual	<p>Section 52(6) of the Public Service Pensions (Single Scheme and other Provisions) Act 2012 limits the amount of pensionable service an individual may accrue across all pre-existing public service schemes (non-Single Scheme terms) to a maximum of forty years or equivalent; where pensionable service exceeds forty years on 28 July 2012, section 52(7) provides that they may retain the benefit of that service. This may have implications for any appointee who has acquired pension rights in a previous public service employment.</p>
Additional Superannuation Contribution	<p>This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. Note: Such contributions are in addition to any superannuation contributions/PPC contributions required in respect of the membership of the relevant pension scheme.</p>
Adoptive / Carers /	<p>Adoptive / Carers / Parental Leave will be granted to the Director of Organisation Support and Development in accordance with the arrangements authorised by the</p>

Parental / Force Majeure leave	Minister for Education. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.
Sick Leave	Sick Leave will be in accordance with established procedures and conditions for ETB staff generally.
General	Either party may terminate the contract of employment giving one months' notice in writing. 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.
Security Clearance	The 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.
Confidentiality and Freedom of Information	<p>Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.</p> <p>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. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.</p>
Data Protection	The ETB process data in compliance with current Data Protection legislation.
Deeming of candidature to be withdrawn	Candidates who do not attend for interview or other test when and where required by the 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.
Other important information	<p>The ETB will not be responsible for refunding any expenses incurred by candidates.</p> <p>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 the ETB is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.</p> <p>Prior to recommending any candidate for appointment to this position the 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, the ETB may at its discretion, select and recommend another person for appointment on the results of this selection process.</p> <p>Candidates should note that any attempt to canvass support for an application will lead to disqualification.</p>

Application Process	<p>Applications should be made via the online portal available at www.getb.ie/jobs no later than 12 noon, Monday, 17th February 2025.</p> <p>All sections of the application form must be fully completed.</p> <p>Applications will not be accepted after the closing date and time.</p> <p>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.</p> <p>Notes</p> <p>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 12 Noon, Monday, 17th February 2025.</p> <p>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.</p>
Selection Process	<p>The Selection Process <u>may</u> include:</p> <ul style="list-style-type: none"> • Shortlisting of candidates on the basis of the information contained in their application • A competitive interview • Reference checking
Shortlisting	<p>Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the 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.</p> <p>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.</p> <p>During any short listing exercise that may be employed, the 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.</p>
Queries	<p>Any queries relating to this position or application process should be directed to recruitment@gretb.ie</p>

Appendix 1:

Completing a Competency Based Application Form

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying. All question areas must be completed.

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you think is the best example of what **YOU** have done which demonstrates this skill or quality. It is essential that you describe how **you** demonstrated the skill or quality in question.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that "X was successful", describe exactly what you did and how you demonstrated the skill or quality in question.

For each example please include the following:

- a) The nature of the task, problem or objective.
- b) What you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it).
- c) The outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please do not use the same example to illustrate your answer to more than two skill areas.

Please note that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.

Key Competences Required for the Role

Team Leadership	<ul style="list-style-type: none">• Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues that may 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 GRETB's 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
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Analysis & Decision Making	<ul style="list-style-type: none"> • 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 and related implications when making decisions • Uses previous knowledge and experience to guide decisions • Makes sound decisions with a well-reasoned rationale and stands by these • Puts forward solutions to address problems
Management & Delivery of Results	<ul style="list-style-type: none"> • 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 of GRETB
Interpersonal & Communication Skills	<ul style="list-style-type: none"> • 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
Specialist Knowledge, Expertise and Self Development	<ul style="list-style-type: none"> • 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 • Is proactive in keeping up to date on issues and key developments that may impact on own area, GRETB or the wider public service • Focuses on self-development, striving to improve performance

Drive & Commitment to Public Service Values	<ul style="list-style-type: none"> • 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 the highest standards of honesty, ethics, and integrity
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