

Adult Education Guidance Counsellor
Specific Purpose: Secondment
FET College Parnell, Central Campus
Ref: AEGCSP26

Expression of interest is invited for the above specific purpose position from existing staff currently employed by City of Dublin ETB.

Expression of Interest open to	Staff currently working in City of Dublin ETB
Proposed Timeline	Shortlisting will take place commencing: 3 rd May 2026 Interviews will commence week beginning: 10 th May 2026 <i>*All dates are subject to change and are for guidance only</i>
Duration of Position	This is a specific purpose appointment to cover secondment
Salary	Will be paid at the appropriate point on the Adult Education Guidance Counsellor salary scale
Hours of work	35 hours per week with occasional weekend and evening work involved. A time in lieu system will operate as necessary.
Location	The position will be based in FET College Parnell, 1 Parnell Square East, Dublin 1, D01 K194.
Summary of Position	<p>The Adult Education Guidance Counsellor will be part of the FET Guidance and Information Service team with responsibility for the south and north inner-city areas of Dublin.</p> <p>The FET Guidance and Information Service is an integral part of the wider Adult Education Service which includes adult literacy, community education, ESOL, BTEI and basic education programmes in the workplace.</p> <p>The Adult Education Guidance Counsellor will contribute to City of Dublin ETB's commitment to support young people and adult learners in the northeast inner-city to access appropriate education, training and employment opportunities.</p>
Essential Requirements	<ul style="list-style-type: none"> • Be currently employed within City of Dublin ETB. • In possession of or working towards a post graduate Diploma in Careers Guidance or Careers Guidance and Counselling OR A Master of Education (Guidance) OR Equivalent post graduate qualification recognised by the Irish Association of Counselling and Therapists and the Institute of Guidance Counsellors. • Experience in the field of adult education. • Experience working with young people over 16 and adults from communities experiencing educational and other disadvantage.
Desirable Requirements	<p>In addition to the essential requirements the ideal candidate will demonstrate proven knowledge, experience and achievement in the following areas:</p> <ul style="list-style-type: none"> • Ability to communicate effectively both verbally and in writing to a wide range of audiences. • Understanding of the operational role of education guidance for young people and adults. • Practical knowledge of the education system and training / employment opportunities for young people over 16 and adults. • Understanding of local and national policies related to education, training and guidance. • Ability to work collaboratively within a wider team and to organise own workload. • Experience of Project Management and inter-agency working.

	<ul style="list-style-type: none"> • Organisational skills to establish and oversee administrative, financial and record keeping systems. • Experience organising and facilitating public information events.
Key Purpose	<ul style="list-style-type: none"> • To manage and develop the FET Guidance and Information service in line with the specified development plan for City of Dublin FET College. • To monitor, review and evaluate the ongoing operation of that provision. • To provide direct adult guidance to clients. • To establish effective links with associated local and national developments.
Principal Duties and Responsibilities	<p>The Adult Education Guidance Counsellor will have the following functions, under the direction of the Adult Education Officer and Director of FET;</p> <ul style="list-style-type: none"> • Provide guidance, counselling and information services to individual clients and to groups, and provide referral services to other agencies as appropriate. • To provide support and advice in the field of guidance and counselling to staff in further education centres, and support the development of an integrated curriculum of learning, guidance and progression. • To broker services with educational bodies and other institutions as emerging client needs are identified. • To share good practice from the sector and supporting the mainstreaming of relevant lessons into national policy and practice. • To act in a representative capacity if required on matters relating to adult educational guidance. • To assist in the management of resources, e.g. financial, premises, materials, personnel etc. as appropriate, relevant to the needs of the local programme. • To keep records and prepare reports and submissions in consultation with the CE / Director / AEO as appropriate. • Any other duties appropriate to the needs of the local scheme as may be assigned by the CE / Director / AEO for the effective and efficient management of resources. <p><i>Candidates should note that questions relating to the above principal duties and responsibilities will form part or all of the interview.</i></p>
Competencies	<p><i>Interpersonal and Communication Skills</i></p> <ul style="list-style-type: none"> • confident communicator who is able to motivate others. <p><i>Relationship Building / Team working</i></p> <ul style="list-style-type: none"> • Ability to work independently and co-operatively as part of a team. <p><i>Problem-solving</i></p> <ul style="list-style-type: none"> • able to analyse information and generate creative solutions. <p><i>Organisation and Planning</i></p> <ul style="list-style-type: none"> • able to plan and prioritise effectively with a focus on successful outcomes. <p><i>Self-Awareness</i></p> <ul style="list-style-type: none"> • evaluate own behaviour regularly with a view to continuous learning and development. <p><i>Candidates should note that questions relating to the above competencies will form part or all of the interview.</i></p>

To apply please upload your Letter of Application and CV, as one attachment, on The Hire Lab here: <https://cdetbcareers.thehirelab.com/LiveJobs/ViewJob/CVC77Y89EGZ>

Important Note: Please ensure that your letter of application & CV clearly evidence the essential requirements and desirable requirements where applicable.

Latest date for receipt of completed online applications is: 12 noon Friday 1st May 2026

Important Notes:

- *Please ensure that your Letter of Application & CV clearly evidence the essential requirements.*
- *Applicants must create a profile in order to apply for positions via our online system, which can be done through the application link.*
- *Creating a profile is NOT applying for a position.*
- *After a profile is created only then can positions be applied for. The system will generate an email advising that a position has been applied for, and will provide the reference number, if you do not receive this confirmation you have not applied for the position.*
- *Candidates with queries should contact applications@cdetb.ie for assistance quoting the reference number, however candidates with technical queries should use the help function available at the login area in the first instance.*
- *Please note that it is the responsibility of the applicant to ensure that all application documents are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 noon deadline on the specified closing date.*
- *Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.*
- *Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.*
- *Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.*

***Late applications will not be accepted. Shortlisting may take place. Canvassing will disqualify.
City of Dublin ETB is an equal opportunities employer.***

Dr. Christy Duffy,
Chief Executive.