

**Community Education Facilitator
Fixed Term Until 19.05.2026**

Initial Assignment: City of Dublin FET College Crumlin, Captain's Road, Southwest Campus

Ref: EOICEFFT26

Expression of interest is invited for the above **fixed term** position within City of Dublin ETB

Expression of Interest open to	All open to all staff currently employed with City of Dublin ETB.
Proposed Timeline	Shortlisting will commence: 15 th April 2026 Interviews will commence week beginning: 20 th April 2026 <i>*All dates are subject to change and are for guidance only</i>
Duration of Position	This is a fixed term contract until 19.05.2026.
Salary	Appropriate point on the CEF Salary Scale minimum point is €48,911.
Hours of work	35 hours per week (calendar year) with occasional evening or weekend work involved. A time in lieu system will operate as necessary.
Annual Leave	35 days per annum.
Location	The position will initially be based in City of Dublin FET College Crumlin, Captain's Road and FET College Ballyfermot, Civic Centre.
Details of Position	<p>The position of Community Education Facilitator (CEF) is part of City of Dublin ETB's strategy to provide for the education needs of adults in Dublin City. Community Education is an integral part of the wider Adult Education Service which includes adult literacy, English for speakers of other languages (ESOL), adult education guidance, BTEI and basic education programmes in the workplace. Community Education provides a wide range of accredited and non-accredited programmes within City of Dublin ETB buildings and in many community-based organisations across the city of Dublin.</p> <p>The successful candidate will report to the Adult Education Officer (AEO) for the area based in the City of Dublin FET College, Crumlin, Captains Rd</p>
Essential Requirements	<ul style="list-style-type: none"> • Currently employed in City of Dublin ETB • A third level qualification of at least National Certificate standard in the field of education, training, youthwork, community development or social science OR A teaching qualification as specified under Teaching Council Registration regulations. • Minimum of three years working in Adult or Community Education or training, youthwork or community development. • Participation in Adult Education in-service training or other equivalent education / training experience in adult, youth or community work.
Desirable Requirements	<ul style="list-style-type: none"> • Have strong people management and organisational skills. • Be a visionary and have experience in delivering projects through team work. • Have a strong understanding of community development and the community sector. • Be a leader committed to the highest standards of education provision, administration and governance.
Key Role and Responsibilities	<p>Please note that the general duties and responsibilities listed below are not a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate.</p> <ul style="list-style-type: none"> • Maintain an ethos appropriate to adult learning.

	<ul style="list-style-type: none"> • Management of tutors and other staff employed in the Adult Education Service • Assisting the planning, development and management of the local community education service under the direction of the CE / Director / AEO in accordance with the overall plan for the service • Promoting the development and nurturing of new community-based learning groups. • Developing and encouraging partnerships and links between community education and statutory and other providers. • Initiating and facilitating community education programmes and initiatives in out centres. • Liaising on quality assurance, accreditation and certification issues. • Sharing good practice from the sector and supporting the mainstreaming of relevant lessons into national policy and practice. • Monitoring initiatives, reporting to the CE / Director / AEO on developments and provision, and informing the work of the National Adult Learning Council. • Acting in a representative capacity, if required, on matters relating to community education. • Assisting in the management of resources , e.g. financial, premises, materials, personnel, etc., as appropriate, relevant to the needs of the local programme. • Keeping records and preparing reports and submission in consultation with the CE / Director / AE 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>Competencies</p>	<p><i>Team Leadership</i></p> <ul style="list-style-type: none"> • Works with and leads teams and working groups 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. • 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 & capacity of team. • Is flexible and willing to adapt, positively contributing to the implementation of change. <p><i>Analysis & Decision Making</i></p> <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 in order to guide decisions. • Makes sound decisions with a well-reasoned rationale and stands by these. • Puts forward solutions to address problems. <p><i>Management & Delivery of Results</i></p> <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.

	<ul style="list-style-type: none"> • 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. <p>Interpersonal & Communication Skills</p> <ul style="list-style-type: none"> • Builds relationships internally and externally; keeps all stakeholders involved; is professional and discreet across all relationships; willingly supports and assists others • Encourage open and constructive discussions around work issues. • Projects conviction, gaining buy-in by outlining relevant information and selling the benefits. • Collaborative; anticipates impact on others; listens to gain complete understanding; sensitive to views and feelings of others; • Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances. • Acts as an effective link between staff and senior management. • Presents information clearly, concisely and confidently when speaking and in writing. <p>Specialist Knowledge, Expertise and Self Development</p> <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. • Focuses on self-development, striving to improve performance. <p>Drive & Commitment to Public Service Values</p> <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 high standards of honesty, ethics and integrity. <p>Candidates should note that questions relating to the above competencies will form part or all of the interview.</p>
Reporting	The successful applicant will report to the Adult Education Officer

To apply please upload your CV and Letter of Application, as one attachment, on The Hire Lab here: <https://cdetbcareers.thehirelab.com/LiveJobs/ViewJob/CVL9KQ8HH59>

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

Latest date for receipt of completed online applications is: Wednesday 15th April 2026

Important Notes:

- Applicants must create a profile in order to apply for positions via our online system, which can be done through the link above.
- 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.
- Staff with queries should contact applications@cdetb.ie for assistance quoting the reference number, however staff with technical queries should use the help function available at the login area.
- 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.

- ***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.***

***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**