

**Community Education Facilitator
Specific Purpose
Initial Assignment: City of Dublin FET College Parnell
Ref: EOICEFSPP26**

Expression of interest is invited for the above **specific purpose** 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: 26 th February 2026 Interviews will commence week beginning: 2 nd March 2026 <i>*All dates are subject to change and are for guidance only</i>
Duration of Position	This is a specific purpose contract to cover temporary promotion.
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 Parnell.
Details of Position	<p>The position of Community Education Facilitator is part of City of Dublin ETB's strategy to actively target those adult learners who are most alienated from the education system.</p> <p>The role of the CEF is to manage community education provision across the north inner city of Dublin. The key focus of the CEF's role is to initiate, facilitate and support new community learning groups and partners by promoting needs-based provision, driven by local communities, with a particular focus on providing support to marginalised cohorts.</p> <p>Community Education provision is an integral part of the wider Adult Education Service within the City of Dublin FET College which includes adult literacy, English for speakers of other Languages (ESOL), community education, adult education guidance, BTEI and basic education programmes in the workplace.</p>
Essential Requirements	<ul style="list-style-type: none"> • Currently employed in City of Dublin ETB • A third level qualification relevant in the field of education or training, youthwork, community development or social science. <p>OR</p> <ul style="list-style-type: none"> • 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. • Excellent IT skills and extensive, proven knowledge and use of the Microsoft Office Suite. • Excellent organisation and project management skills. • Excellent communication skills. • Proven ability to manage multiple projects simultaneously, with strong attention to detail. • Demonstrated ability to self-motivate, think strategically and identify opportunities. • High level of professionalism, strong interpersonal skills and ability to work in a team environment. • Commitment to providing quality community education and training opportunities to learners.

	<ul style="list-style-type: none"> • Openness to continued upskilling to support personal and professional development within the role and as part of the team.
Desirable Requirements	<ul style="list-style-type: none"> • Education management experience. • A strong understanding of community education, community development and the community sector. • Experience of leading or co-ordinating projects in collaboration with different stakeholders. • Hold a valid, full driving licence with access to own transport.
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 & Community Education • Plan, develop and manage the community education programme in consultation with the Adult Education Officer and Director of Further Education and Training • Line manage a team of adult education tutors who are geographically dispersed. • Assist the AEO in the promotion of on-going staff development and in the identification of the staffing needs of the service. • Recruit and place adult learners in Adult & Community Education programmes • Support and motivate adult learners engaged in adult education programmes • Establish and manage community education programmes and initiatives in response to communities' education, social, economic and environmental needs • Promoting the development and nurturing of new community education groups. • Establish, develop and enhance relationships with community sector and community based statutory partners to provide community education programmes and initiatives • Liaise on quality assurance, accreditation and certification issues • Promote effective teaching, learning and assessment strategies across the service • Promote Adult & Community Education through networking, awareness raising and publicity. • Liaise with and develop partnerships with relevant voluntary, statutory and community bodies. • Networking of groups, both nationally and locally, supporting their participation in community fora, and facilitating a co-ordinated input from the sector • Act 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. • Share good practice from the sector and supporting the mainstreaming of relevant lessons into national policy and practice • Provide assistance and support to new and existing community education groups in the form of technical, administrative and educational inputs • Keep records and prepare reports and submissions in consultation with the AEO / Director of FET /Chief Executive as appropriate • Implement an organisational timetable / calendar regarding administration tasks such as DFHERIS / SOLAS returns • Establish and maintain effective data management systems such as student records using PLSS • 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. • 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><i>Interpersonal & Communication Skills</i></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><i>Specialist Knowledge, Expertise and Self Development</i></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.
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	<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 our Online Platform, The Hire Lab here: <https://cdetbcareers.thehirelab.com/LiveJobs/ViewJob/CVLDR7P35TF>

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

Latest date for receipt of completed online applications is: Thursday 26th February 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.**