City of Dublin
Bord Oideachais agus Oiliúna
Education and Training Board

Expression of Interest

Youthreach Co-ordinator
FET College Coolock (Youthreach)
Fixed Term Contract
Ref: EOIYCFT26

Expression of interest is invited for the above **fixed term contract** position.

Expression of Interest open to	All existing staff in City of Dublin ETB
Proposed Timeline	Shortlisting will take place week commencing: 23rd November 2026 Interviews will commence week beginning: 30th November 2026 ***All dates are subject to change and are for guidance only***
Duration of Position	This is a fixed term position for 3 months with possible extension.
Salary	Will be paid at the appropriate point on the Youthreach Co-ordinator salary scale.
Hours of work	35 hours per week.
Essential Requirements	• Minimum of three years' experience of working in Youthreach or related area OR a total of five years' experience working in Youthreach or related area.
Desirable Requirements	• Third Level Qualification • Have experience in managing staff including but not limited to general staff supervision, teamwork scheduling, staff development and training. • Have a high level of ICT competency on Microsoft packages, • Excellent judgement, problem-solving, analytical, and decision-making skills. • A commitment to teamwork and leading change and a demonstrated ability to manage resources effectively. • Strong skills in building productive working relationships and the ability to foster strong links with a range of internal and external stakeholders. • Excellent communication and interpersonal skills, including report writing and presentation skills. • Ability to integrate vocational skills training with a personal youth development programme. • Ability to build and maintain cohesion within the staff team. • Knowledge of Technology Enhanced Learning and experience in the implementation of TEL in relation to delivery / assessment / submission of work. • Good knowledge and attention to detail in respect of QA Processes
Duties and Responsibilities	The general duties and responsibilities listed below are not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned from time to time and to contribute to the development of the post while in office; • Responsibility for the overall daily management of the centre. • Supervision of staff. • Recruitment of learners • Delivery of the centre programmes • Liaising with the local community and other appropriate bodies • Direct class contact in the order of 15 hours per week. • Assessment and monitoring of learner course work • Development and monitoring of programmes • Administrative duties appropriate to the post • Budgeting and financial management • Management and development of the premises.

Competencies / Key Areas of Interview	**Knowledge and understanding of the Youthreach education system.** • The candidate should demonstrate a secure knowledge of the Youthreach education system. They should also have a satisfactory awareness of the educational, legislative, administrative and financial requirements of the Youthreach sector. **Implementation and monitoring of school policies** • The candidate should demonstrate a knowledge and understanding of required Youthreach policies, how to implement these policies in an efficient and effective manner and how to effective monitor and evaluate the implementation of these policies. **Professional responsibility (Day-to-day management)** • The candidate should demonstrate knowledge and understanding of what is required in the day-to-day management of a Youthreach centre. **Communication and interpersonal skills** • The candidate should demonstrate an ability to communicate clearly. They should also demonstrate an awareness of the diplomacy, tact and leadership skills required when dealing with students/staff/parents. **Academic qualifications and teaching service** • The quality of the candidate's basic teaching experience/qualifications, relevant management experience/qualifications and appropriate in-career development will also be assessed.

Completed online applications should be submitted to:
https://cdetbcareers.thehirelab.com/LiveJobs/ViewJob/CVUNPHGXTP5

Latest date for receipt of completed online applications is: Friday 20th November 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.