

Project Co-ordinator Foundations Project
Specific Purpose Contract to Cover Maternity Leave
Ref: EOIPCFML

Expression of interest is invited for the above **Specific Purpose Contract** based in City of Dublin FET College Foundations, Central Campus

Expression of Interest open to	All existing staff currently employed by City of Dublin ETB
Proposed Timeline	Shortlisting will take place week commencing: 15 th September 2025 Interviews will commence week beginning: 22 nd September 2025 <i>*All dates are subject to change and are for guidance only</i>
Duration of Position	Specific Purpose to cover Maternity Leave
Salary	Will be paid at the appropriate point on the ALO salary scale.
Hours of work	35 hours per week with evening or occasional weekend work involved. A time in lieu system will operate as necessary.
Location	The position will be based in City of Dublin FET College Foundations, Central Campus, 1 Parnell Square, Dublin 1, D01 K194.
Details of Position	The Programme Co-ordinator is responsible for the day-to-day management, development and delivery of the programme including staff management, programme development, learner recruitment and support, programme administration, budgeting, financial and resource management. <i>See additional duties below.</i> The Co-ordinator will also represent City of Dublin ETB at committees and networks and liaise with relevant statutory, voluntary and community agencies. The co-ordinator is a member of the management team of the City of Dublin ETB Adult Education Service within the Central Campus and will contribute to the development of service delivery in the region.
Essential Requirements	<ul style="list-style-type: none"> • Be currently employed within City of Dublin ETB • At least Level 7 on the NFQ in one of the following areas: Education, Social Care, Childcare or Youthwork. • Minimum of 3 years relevant work experience. • Excellent IT and administrative skills. • Strong people management and organisational skill. • Have the requisite knowledge, skills, and competencies to carry out the role. • Be capable and competent of fulfilling the role to a high standard.
Desirable Requirements	<ul style="list-style-type: none"> • Experience managing educational programmes for hard to reach groups. • Experience working with disadvantaged adults, children and families. • Excellent communication skills. • Ability to work on own initiative • Be a leader committed to the highest standards of education provision, administration and governance. • Be a visionary and have experience in delivering projects through team work. • Have a strong understanding of community development approaches and the community sector.

Duties and Responsibilities	<p>The general duties and responsibilities listed below, under the direction of the Adult Education Officer and Director of FET, 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:</p> <p><i>Leader of People and Teams</i></p> <ul style="list-style-type: none"> • Plan, develop and manage the CDETB Project for the Homeless Services in consultation with the Adult Education Officer / Director of FET. • Support, motivate and manage a diverse team of project staff, tutors and also students and families attending programmes. • Assist the AEO in the promotion of on-going staff development and in the identification of the staffing needs of the service. <p><i>Leader of Teaching and Learning</i></p> <ul style="list-style-type: none"> • Maintain and develop an ethos appropriate to adult learning, youth educational provision and family learning initiatives. • Promote effective teaching, learning and assessment strategies across the service. • Recruit adult education students and children and families in need of education support services, providing group and one to one provision. • Organise and/or support the delivery of initial and on-going training and development for staff. • Support teaching staff with remote and online learning. • Support project staff in the planning and delivery of high-quality educational support programmes. <p><i>Communication</i></p> <ul style="list-style-type: none"> • Promote access to education supports for homeless service-users through networking, awareness raising and publicity. • Liaise with and develop partnerships with relevant voluntary, statutory and community bodies. • Maintain effective relationships with internal and external stakeholders. • Have the capacity to communicate clear messages to a wide variety of audiences both orally, in writing and online. <p><i>Organisation Management and Administrative Skills</i></p> <ul style="list-style-type: none"> • Manage resources e.g. finance, materials, premises, etc. • 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 admin matters such as DFHERIS / SOLAS returns / HSE funding reports. • To liaise with DRHE and a network of voluntary providers regarding CDETB provision to homeless services. • Establish and maintain effective data management systems such as student records using PLSS. • Have excellent IT Skills and knowledge of MS Office including Teams and Outlook. <p><i>Self-awareness and Self-Management</i></p> <ul style="list-style-type: none"> • Enhance own expertise through training, development, and networking with relevant bodies. • Reflect on own actions with a view to continuous learning and development. • Set a good standard of professional interactions and ensure excellent relationship boundaries are in place. • Be aware of own skill set and traits and seek help and advice when required. • Uphold professional integrity at all times, for example, in showing discretion and maintaining confidentiality. <p><i>Specific duties related to the project</i></p> <ul style="list-style-type: none"> • To identify the educational support needs of children, young people and adults using homeless services. • To develop suitable programmes to meet those needs. • To consult and liaise with homeless service providers.
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	<ul style="list-style-type: none"> • To liaise with other services in relation to adult education- community education, guidance, FET sector etc • To liaise with other services in relation to after-schools / youth provision – HCSL, schools, youth services, Youthreach sector, YPAR network, TUSLA funded services etc. • Recruitment, induction and management of project staff • Management of ongoing CPD and training for project staff • Compliance with policy and procedure including Child Safeguarding • Managing student/learner/ programme record systems • Examine possibility of expansion of initiatives and integration with other relevant CDETb delivery • Report to AEO / Director of FET on educational, administrative and financial matters relating to the project. • Prepare an annual report <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>
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To apply please upload your CV and Letter of Application on our Online Platform The Hire Lab here:

<https://cdetbcareers.thehirelab.com/LiveJobs/ViewJob/CVL227GXLX4>

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 / upload CV's via our online system, which can be done through the link above.***
- ***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.***

Latest date for receipt of completed profiles and upload requirements is: **Monday 15th September 2025**

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