

**Adult Educator Appointments
Adult Education Service
2026-2027**

City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. City of Dublin ETB has 3,000 employees and an annual budget of €580m. It is the state education and training authority for Dublin city and serves the area covered by Dublin City Council. This provision is delivered to over 48,000 learners (20,000 full-time and 28,000 part-time) and is supported by a range of services including a psychological service, a curriculum development unit, a buildings maintenance unit and Head Office staff in Ballsbridge. It also has statutory responsibility for supporting the provision, coordination, administration and assessment of youth work services in Dublin city and is the lead partner for Music Generation Dublin City. City of Dublin ETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI).

City of Dublin ETB provides a wide range of adult education opportunities across five regions in Dublin. Courses are designed to support learners of all backgrounds including those returning to education, unemployed individuals, migrants, older learners and people with disabilities.

Applications are invited for the following positions which may arise in City of Dublin Adult Education Service Centres for the 2026-2027 academic session.

City of Dublin ETB reserves the right to change or withdraw any of the above posts without prior notification. Whilst the initial vacancy may be in one centre, City of Dublin ETB reserves the right to transfer staff according to the requirements of the organisation.

Please note that a Panel may be formed from which vacancies that may arise may be filled throughout the organisation.

Code	Post Title	Centre	Total Hours Available
AE261-01	Bike Mechanics	City of Dublin FET College Parnell	3
AE261-02	Community Gardening	City of Dublin FET College Thomas Street	20
AE261-03	Cookery	City of Dublin FET College Parnell	6
AE261-04	Cooking & Nutrition	City of Dublin FET College Thomas Street	6
AE261-05	Creative Writing	City of Dublin FET College KLEAR	2
AE261-06	Dance	City of Dublin FET College Crumlin, Captain's Road	2
AE261-07	DIY / Home Repair & Maintenance	City of Dublin FET College Parnell	3
AE261-08	Hairdressing / Reception Skills	City of Dublin FET College Parnell	15
AE261-09	Health & Fitness	City of Dublin FET College Coolock	2
AE261-10	Health & Wellbeing, including Yoga	City of Dublin FET College Thomas Street	10
AE261-11	Irish Language	City of Dublin FET College Thomas Street	6
AE261-12	Medical Terminology	City of Dublin FET College Crumlin, Captain's Road	3
AE261-13	Nature Education – Gardening and/or Biodiversity	City of Dublin FET College Thomas Street	6
AE261-14	Weaving	City of Dublin FET College Thomas Street	6
AE261-15	Youth Work	City of Dublin FET College Thomas Street	4

Proposed Timeframe	Shortlisting will commence on: 25 th August 2026 Interviewing will take place from: 31 st August 2026 <i>*All dates are subject to change and are for guidance only</i>
Salary	Starting pay will be at the minimum point of the Adult Educator salary scale, €38,283 per annum pro rata. This is not negotiable. An incremental salary scale applies thereafter. Previous public sector experience as a Tutor or Adult Educator may be eligible for incremental credit, to be determined upon appointment.

Hours of Work	Hours offered are usually in the range of 2 to 20 hours per week, which may be offered across mornings, afternoons, evenings or Saturdays.
Location of Position	While the position may be outlined as above, classes may be delivered as part of education programmes in a wide range of settings and locations.
Essential Requirements	• Holds a recognised qualification in the relevant subject area. • Has teaching experience preferably in the subject area. • Has the ability to inspire and motivate people and has a passion for the subject area. • A high level of intercultural awareness with an understanding of the implications for teaching practice of working with students from diverse backgrounds and cultures. • Experience of designing and delivering courses in English language. • Knowledge of key principles of adult education and how these apply working in diverse community contexts. • Capacity to work in non-supervised settings and an ability to plan and organise work. • Excellent communication, interpersonal, organisational, teamworking and IT skills.
Desirable Requirements	• A learner centred approach. • The ability to support the personal development of each learner to develop the skills required to engage and sustain in an employment position. • Can deliver/ facilitate programmes including introduction, learning to learn online, pre/post assessment, key skills, one to one support and other introductory programmes as required. • Has the ability to inspire and motivate people and a passion for the profession and subject area. • Can demonstrate strong leadership skills. • The ability to integrate I.T. based learning, literacy development and other pedagogical skills and approaches. • Excellent administration skills. • Experience of teaching adults. • Experience of using TEL (Technology Enhanced Learning) in the classroom. • Experience of delivering and assessing QQI accredited modules.
Areas of Competency	Candidates should note that questions relating to the following four key competency areas will form part or all of the interview: • Comprehension of Content and Pedagogy (Professional Knowledge) • Instruction & Classroom Environment, Planning and Preparation (Professional Practice) • Professional Development • Professional Values and Relationships
Education: Adult Educator Responsibilities:	• meet a range of student educational needs in delivery of teaching. • understand the duty of care to students. • planning and record keepings skills including: a) planning lessons (short-term and long-term planning, preparing teaching and learning materials. b) maintaining appropriate records in accordance with good teaching practice and legislative requirements. c) developing materials for teaching and assessment purposes. d) developing programmes e) submit a scheme of work and a lesson plan before the commencement of the course. f) assessment: monitor and assess students work and progress including designing assessment briefs and preparing student portfolios for QQI. • manage the learning environment effectively • be committed professional development and keeping up to date with new developments in the field.

Administration: Adult Educator Responsibilities:	• maintain an attendance register • manage data in accordance with GDPR principles and requirements • complete any paperwork requested by City of Dublin ETB involving the assessment and progression of students • in accordance with City of Dublin ETB Quality Assurance, have a planned, coordinated approach to the delivery of QQI modules. • This includes providing information on assessment to students; writing assessment briefs; marking assignments; giving feedback to students; maintaining student information in a secure manner, storing all relevant work and documentation in a safe place and keeping to timelines.
Terms & Conditions	• The appointment will be subject to the sanction of the Chief Executive. • For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at the City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB. • Any offer will be subject to the receipt of two satisfactory references. • Appointment is to City of Dublin ETB as a whole, not a particular centre. City of Dublin ETB reserves the right to transfer staff as the needs of the organisation dictate.
Citizenship Requirements	Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply. Please visit the link below for updates to these requirements: Coming to Work in Ireland - Workplace Relations Commission Please note that upon appointment the successful candidate must have valid right to work status.
Garda Vetting	City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the organisation's recruitment and selection process, offers of employment will be subject to NVU disclosures, where applicable. City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.
Superannuation & Retirement	The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie. Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history. Key provisions attaching to membership of the Single Scheme are as follows: • Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age). • Retirement Age: Scheme members must retire on reaching the age of 70. • Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI). • Post retirement, pension increases are linked to CPI.

Pension Abatement	If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position. However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
Department of Education Early Retirement Scheme for Teachers Circular 102/2007	The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension).
Exclusions	Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition: Incentivised Scheme for Early Retirement (ISER): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position. Department of Health and Children Circular (7/2010): The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility). Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013: The Department of Environment, Community & Local Government Circular Letter LG (PP) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 - 2011 and the Public Service Pensions (single Scheme and

	other Provisions) Act 2012) for a period of two years from their date of departure under this Scheme. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor). Collective Agreement Redundancy Payments to Public Servants: The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payment to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public interests Acts 2009 – 2011) for a period of two years from termination of the employment. People who have availed of this scheme a who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).
Pension Accrual	A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.
Ill Health Retirement	Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.
Additional Superannuation Contribution	Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment.
Declaration	Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
Referees	Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer. Referees may be contacted pre or post interview directly by City of Dublin ETB at its convenience and without further notice to candidates.

Notes:

- Applicants must create a profile in order to apply for positions via our online system, The Hire Lab.
- 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.
- Applicants with queries should contact applications@cdetb.ie for assistance quoting the reference number, however applicants with technical queries should use the help function available at the login area.
- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding 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.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.

- All enquiries regarding your application should be made to applications@cdetb.ie. You must use the post reference in the subject line of the email.
- 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.
- 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.
- 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.

**COMPLETED ONLINE APPLICATIONS SHOULD BE SUBMITTED NO LATER THAN:
12 noon Tuesday 25th August 2026**

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

**Dr. Christy Duffy
Chief Executive.**