

Media Co-Ordinator Community Media Further Education Project, Near FM Ref: MCG425

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).

The Community Media Further Education Project will empower disadvantaged and marginalized groups to bridge the digital divide by stimulating and developing their abilities through the training in and application of media and Information and Communications Technology. Using creative and innovative approaches, the Community Media Project will support and encourage local organizations and individuals to re-engage with further education and lifelong learning while producing media content that will benefit their communities and themselves.

Our Mission Statement obliges us to use our array of media technologies to work with local groups and to empower and train marginalized and disadvantaged groups in line with the City of Dublin ETB objectives.

The project works with a diversity of local education organisations and disadvantaged groups by providing training in and application of Media and Information and Communications Technologies.

Using the flexibility available for such a community-based partnership project, we have been creative and innovative in encouraging students and local people to engage and re-engage with Further Education and Lifelong Learning while producing media content that will benefit their communities and themselves.

Proposed Timeframe	Shortlisting will commence: 21 st July 2025 Interviews will commence week beginning: 4 th August 2025 <i>*All dates are subject to change and are for guidance only</i>
Salary	€38,217 - €54,367 (including long service increment). Starting pay on the Grade IV salary scale will be dependent on the applicant's experience relevant to the post. Incremental credit will be applied based on experience up to a maximum of 5 increments (€45,695).
Annual Leave	23 working days per annum (pro rata)
Details of Position	This post will require some evening and weekend work.
Location of Positions	The position will be based in Coolock Development Centre, Bunratty Drive, Dublin 17, D17 WP30.
Essential Requirements	<ul style="list-style-type: none"> • A qualification at Level 6 on the National Framework of Qualifications or its equivalent. • A minimum of 5 years work experience in a relevant field. • Full driving licence.
Desirable Requirements	<ul style="list-style-type: none"> • Third level qualification(s) in relevant discipline(s) commensurate with this role. • Excellent administrative skills. • Excellent communication and interpersonal skills. • Knowledge and/or experience in preparing and interpreting financial data. • Relevant Finance experience. • Strong attention to detail. • Ability to work on own initiative within a flexible, co-operative and team structure.

	<ul style="list-style-type: none"> • Proven record as a team player. • Self-motivating, flexible and results focused. • Ability to prioritise and manage work in a dynamic and fast paced environment. • Goal oriented in a manner that ensures work is comprehensively completed. • Knowledge of other languages.
Principal Duties and Responsibilities	<p>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:</p> <ul style="list-style-type: none"> • Co-ordinating and supporting the training for and the production of media for all platform dissemination. • Working independently on projects leading staff and volunteers. • Supporting and managing active community participation in Near TV and Near FM training and productions. • Responsibility for liaison with the community and adult education sectors. • Sourcing, developing and co-ordination of media training and technical and digital needs. • Developing training initiatives and learning from best practice at local and European level, taking part in European project work and working with Leargas and other related partners and agencies. • Developing Near TV and Near FM base (trainees and community) • Developing programming with reflects a community development and community education ethos, and which is relevant to the needs of the local community. • Preparing reports and working to deadlines. • Liaising with Coláiste Dhúlaigh CFE supporting training projects. • Undertake such other duties / projects as may be assigned from time to time.
Competencies	<p><i>People Management</i></p> <ul style="list-style-type: none"> • Leads others, monitoring performance and trying to get the best out of people. • Allocates work fairly and appropriately and ensures that everybody does their fair share. • Addresses any performance issues in a timely, appropriate and constructive manner. • Involves others in decisions that affect them, allocating work fairly and appropriately. • Demonstrates trust in others to deal with important tasks and acknowledges a job well done. • Helps build effective relationships and resolve disagreements between team members. • Acts as an effective link between staff and other managers. <p><i>Information Management & Decision Making</i></p> <ul style="list-style-type: none"> • Follows procedures and ensures they are implemented in own area, understanding the rationale behind them. • Reviews completed work regularly and acts on learning points. • Evaluates current work practices to identify changes that could be made to improve efficiencies. • Can work effectively on a number of tasks at the same time. • Is comfortable working with and manipulating a range of data, e.g. numerical, written, etc. • Make sound appropriate decisions in a confident manner and can justify and stand by them. <p><i>Delivery of Results</i></p> <ul style="list-style-type: none"> • Delivers results on time and to a high standard. • Takes responsibility for own work and the work of the team. • Plans and prioritises the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives even with multiple or conflicting demands.

	<ul style="list-style-type: none"> Evaluates the current work practices to identify changes that could be made to help them run more effectively. Maintains accurate records and monitors work, ensuring any errors are identified and rectified. Appreciates the needs to delegate work appropriately rather than doing everything oneself. <p>Interpersonal & Communication Skills</p> <ul style="list-style-type: none"> Shows respect, tact and maintains composure when dealing with customers or staff members. Demonstrates the ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining approachable and polite. Listens to others and invites feedback, dealing with information in a constructive way. Influences others by actively listening and clearly expressing their position. Produces written letters / reports in a clear and concise manner. <p>Specialist Knowledge, Expertise and Self Development</p> <ul style="list-style-type: none"> Develops and maintains the skills and expertise to perform in the role effectively, e.g. reliant technologies IT systems, relevant policies etc. Has a clear understanding of the role, objectives and targets and how they fit into the work of the unit and Department / Organisation and communicates this to the team. Leads by example, being committed to self-development and enhancing the knowledge and skills required to improve performance. <p>Drive & Commitment to Public Service Values</p> <ul style="list-style-type: none"> Consistently strives to perform at a high level, demonstrating flexibility and finding solutions to overcome obstacles. Serves the Government and people of Ireland. Can work independently without excessive guidance or support. Demonstrates resilience in the face of significant demands and challenges. Ensures that the customer is at the heart of all services provided. Is personally honest and trustworthy. Acts with integrity and supports this in others. <p>Note: Having read the competencies and thought about the demands of the role, for each of the above competencies candidates will be asked, on the application form, to demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date which clearly demonstrates your suitability for this position, within your application form. Ideally you should include all elements of the STAR competency framework which is outlined as follows:</p> <table border="1"> <tr> <td>Situation</td><td>Present a challenging situation you found yourself in.</td></tr> <tr> <td>Task</td><td>What did you need to achieve from the situation?</td></tr> <tr> <td>Action</td><td>What action did you personally take to achieve this?</td></tr> <tr> <td>Result</td><td>What was the result of your action?</td></tr> </table>	Situation	Present a challenging situation you found yourself in.	Task	What did you need to achieve from the situation?	Action	What action did you personally take to achieve this?	Result	What was the result of your action?
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<p>Terms and Conditions of Appointment</p>	<ul style="list-style-type: none"> The appointment will be subject to the sanction of the Chief Executive. The appointment will have a probationary period, details of which will be stipulated in the contract of employment. Any offer will be subject to the receipt of two satisfactory references. 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 City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB City of Dublin ETB reserves the right to transfer staff as the needs of the organisation dictate. This position is not pensionable. 								

Citizenship Requirements	<p>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.</p> <p>Please visit the link below for updates to these requirements: Coming to Work in Ireland - Workplace Relations Commission</p> <p>Please note you must advise City of Dublin ETB if a work permit is required by you before commencing employment with City of Dublin ETB. This requirement should be notified to City of Dublin ETB as soon as possible.</p>
Termination	The appointment will be terminated by one month's notice in writing on either side.
Garda Vetting	<p>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 City of Dublin ETB's recruitment and selection process, offers of employment to all posts will be subject to NVU disclosures, where applicable.</p> <p>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.</p>
Sick Leave and Special Leave	Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards.
Referees	<p>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.</p> <p>Referees may be contacted pre or post interview directly by City of Dublin ETB at its convenience and without further notice to candidates.</p>

Notes:

- 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 submitting applications are not the responsibility of the 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.
- City of Dublin ETB may contact the named referees and/or employers for a reference should you be called to interview.
- 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.
- 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.
- 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 on Monday 21st July 2025

Late applications will not be accepted. Shortlisting may take place.

Canvassing will disqualify. City of Dublin Education and Training Board is an equal opportunities employer.