Information Guide

Adult Education Resource Person
Initial Assignment: City of Dublin FET College Liberties, Central Campus
1 Year Fixed Term Contract
Ref: RAES26

City of Dublin ETB is the state education and training authority for Dublin city with over 3,000 staff who provide education and training opportunities for over 34,000 people.
We do this through running Community National Schools, Community Special Schools, Community Hospital Schools and 11 Community Colleges across the city. Our City of Dublin FET College operates across four campuses with 9 faculties in the city, providing Post Leaving Certificate courses, apprenticeships, traineeships and a range of further education and training opportunities for adults. We also provide education services in seven prisons and fund a range of Community Training Centres and Local Training Initiatives.
City of Dublin ETB supports the provision, coordination, administration and assessment of youth work in Dublin city, and is the lead partner in Music Generation Dublin City. City of Dublin ETB is also responsible for Student Universal Support Ireland (SUSI), the national awarding authority for student grants in Ireland.
Our provision is supported by the Head Office administrative staff in Ballsbridge. Other support services include a psychological service, a curriculum development unit, a learner support and engagement service, an employer engagement service, a data and strategic planning unit and a buildings maintenance unit.

City of Dublin ETB Adult Education Services provide a range of part-time adult education options to learners in Adult Education Centres and in partnership with community providers across Dublin City. Accredited delivery is provided at NFQ levels 1-6 and a range of non-accredited programmes are available to meet the needs of learners.
Further information is available at: https://adulteducationcityofdublinetb.ie

Proposed Timeframe	Shortlisting will commence on: 16th December 2026 Interviews will commence week beginning: 11th January 2027 ***All dates are subject to change and are for guidance only***
Salary	For persons entering public service for the first time, starting pay will be at the minimum point of the Youthreach Resource salary scale, €38,283. This is not negotiable. An incremental salary scale applies thereafter. Previous public sector experience may be eligible for incremental credit, to be determined upon appointment.
Annual Leave	35 working days per annum.
Hours of Work	35 hours per week.
Location of Position	The position will be based initially in City of Dublin FET College Liberties. It will include regular outreach work across the south inner city of Dublin.
Essential Requirements	• At least Level 7 on the NFQ in one of the following areas: Education, Community Development or in a relevant discipline(s) commensurate with this role. • One year experience working with adults in an educational or community development setting.
Desirable Requirements	• Experience working with community and statutory partners to support education provision. • Experience in tutoring in Adult & Community Education. • Experience in community development / community work. • Experience in group facilitation. • Experience coordinating Adult & Community classes and supporting peers. • Competencies in using Microsoft Office 365 Suite. • Excellent communication skills. • Understanding of the social issues faced by disadvantaged communities.

	• Highly motivated. • Ability to work on own initiative.
Principal 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: • Responsible to the AEO on a day to day basis for supporting the delivery of the Adult Literacy and Community Education Programmes in the south inner city of Dublin. • Deputise for the ALO / CEF as required. • Recruiting learners to Adult Literacy & Community Education courses taking place across the south inner city – working with both the Adult Literacy Organiser and Community Education Facilitator to recruit the learners to courses. • Support outreach work by engaging with community sector and statutory services (such as mental health, housing etc services) to identify Adult & Community Education needs across the south inner city, representing the interests of City of Dublin ETB • Learner support: conducting initial assessments with adult Literacy learners to assess literacy level, supporting learners' retention on courses, progression, evaluation etc. • Work collaboratively with internal stakeholders in City of Dublin ETB including the Guidance Service, other City of Dublin FET College locations, the Curriculum Development Unit, to ensure progression pathways are visible to learners. • Positively represent City of Dublin FET College Thomas St, City of Dublin FET College Herbert St and of the City of Dublin ETB in a range of different fora. • Work with the programme management and staff team to organise events that support the programme delivery, enhance the profile of City of Dublin FET College Thomas St, or City of Dublin ETB, and / or celebrate learner / group achievements. • Support the monitoring of learner attendance, participation and community group support. • Deliver specific workshops / one-off sessions to learner groups that complement the programme including specific information sharing and facilitation to support identification of progression routes. • Implement data management processes including, as required, Programme Learner Support System (PLSS), the Quality Assurance processes and other City of Dublin ETB programme specific systems. • Collect learner information in line with the requirements of the PLSS. • Maintain records in relation to courses, tutors and learners and provide reports as required in accordance with GDRP requirement.
Competencies	Candidates should note that questions relating to the following areas will form part or all of the interview. ***Knowledge and understanding of the Adult Education Service*** • The candidate should demonstrate a secure knowledge of the City of Dublin FET College Thomas St and its outreach programmes across Dublin's south inner city. • The candidate should demonstrate a knowledge of Adult Literacy & Community Education provision within the City of Dublin ETB Adult Education Service. ***Planning and Preparation*** • The candidate should demonstrate: a) An understanding of how to structure class plans/schemes of work. b) A commitment to work with the AEO/CEF on development of the service/programmes. ***Professional Responsibility*** • Show commitment to their own professional development and training. ***Information Handling***

	• The candidate should demonstrate knowledge of how to maintain records confidentially. ***Interpersonal Skills*** • The candidate should demonstrate an ability to communicate clearly. • Have an awareness of the diplomacy and sensitivity required when dealing with others (learners and staff) and an appreciation for other people's opinion.
Terms and Conditions of Appointment	• The appointment will be subject to the sanction of the Chief Executive. • Any offer will be subject to the receipt of two satisfactory references. • The appointment will have a probationary period, details of which will be stipulated in the contract of employment. • Appointment is to City of Dublin ETB as a whole. City of Dublin ETB reserves the right to transfer staff as the needs of the organisation dictate. • The person appointed to the post will be required to contribute to the relevant Superannuation Scheme. • 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. • External work may not be undertaken without the prior consent of City of Dublin ETB.
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.
Termination	The appointment will be terminated by one month's notice in writing on either side.
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 organisations recruitment and selection process, offers of employment may 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.
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.
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 payment).
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).
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.
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.
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.
- 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.
- 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.
- 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.
- 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.
- City of Dublin ETB reserves the right to change or withdraw the above post without prior notification.

Latest date for receipt of completed online applications for the above is:

12 noon on Wednesday 16th December 2026

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.