



Title	Adult Education Programmes Officer
Status	One year initial fixed term contract – 35 hours per week.
Location	Dublin 10
Reporting to	Lifelong Learning Manager
Salary and working hours	Officer Level 2 Scale range of offer €32,000 - €38,000 starting point, Monday – Friday .
Pension	This post will include entitlement to join the Company’s attractive contributory pension scheme after a six month probationary term.

ROLE DESCRIPTION

Role Purpose - The Adult Education Programmes Officer is required to work as part of a staff team implementing objectives and actions set out in the Company’s Annual Programme of Work.

Duties of the Role - The duties of the Adult Education Programmes Officer are to work as part of the BCP Lifelong learning team in the identification, development and implementation of pre-development and pre-employment programmes that provide group-based interventions to support clients in the areas of personal development, wellbeing & employability.

Key duties include:

- Analyse data emerging from profiling of client needs as well as liaising with employment services & lifelong learning teams to establish the nature and type of programmes that best meet client needs in terms of wellbeing, personal development & pre-employment
- Research and prepare programme areas for development for current and potential clients, with a focus on BCP target groups.
- Create, support and facilitate ‘Pre development’ type gateway programmes to increase confidence and motivation and encourage clients towards returning to learning
- Write and submit proposals for quality training programmes to potential funders
- Preparation of quarterly training calendars, marketing programmes to community groups, professionals and potential clients
- Source suitably qualified trainers and identify appropriate venues for delivery
- Facilitate the recruitment and assessment of participants for programmes, conduct registration of clients and pre-course induction meetings as required
- Organise and facilitate group sessions for programme participants, be responsible for the day to day administration of programmes, ensuring hard and soft copy data management systems are kept up to date.
- Supporting the achievement of programme objectives and participant outcomes
- Monitor and facilitate programme participants progression to further education, training or work opportunities as appropriate
- Generate progression reports and case studies as required
- Collate, monitor and present statistical information on participant and programme outcomes and ensure all programme participants are tracked

- Ensure all programmes and participants are registered on Pobal's IRIS and BCP'S (Salesforce) CRM systems
- Adhere to Professional Standards and Code of Ethics in the Company
- Undertake other duties and responsibilities as may be assigned.

Person Specification

Qualifications: A minimum of a degree level qualification in Education, Social Science, or related fields, and a minimum of 2 years' experience of creating and facilitating learning opportunities for adults in community settings

Knowledge & Expertise

The Programmes Development and Implementation Officer should be able to demonstrate experience and expertise in the following areas:

- Expertise in the coordination and provision of learning on an individual and group basis in adult/community education environment
- High level group facilitation skills
- Thorough knowledge of the QQI and the framework of qualifications
- Proven ability in tailoring courses to the specific needs of BCP target groups e.g. young unemployed people, members of the travelling community and lone parents
- Design of course concepts and materials
- Knowledge of labour market trends and opportunities
- Knowledge of education and training pathways to employment
- Experience in making effective referrals
- Ability to lead on training particularly in the areas of personal development and employability
- A record of planning, implementation and achievement against agreed targets

Skills & Competencies

The Programmes Development and Implementation Officer should be:

- Skilled and credible in driving joint programming where possible with the ETB and other providers
- Empathetic to the needs of those most distanced from the labour market
- Flexible, creative with the ability to adapt to a changing and challenging environment
- Competent in budgeting for and managing course costs
- Have the ability to design and manage contracts with individual tutors or organisations providing training
- Able to conduct him or herself in a way that commands the confidence and respect of internal and external stakeholders
- In possession of excellent written (both academic and report/proposal writing), oral communication, facilitation and presentation skills
- Computer literate in dealing with standard MS word and data processing, spreadsheet and communication packages

Character & Personal Qualities

- Be passionate about lifelong learning, creative and forward thinking
- Strong organisational skills combined with the ability to design, tailor and implement a comprehensive work plan.
- Able to work in a self-directed dynamic manner, and to develop good working relationships with all stakeholders
- Appreciative of the main social, economic and environmental issues currently affecting the sector;
- Fair, impartial and open to new ideas and information;
- A role model for lifelong learning and continuous professional development.