



Title	Lifelong Learning Officer
Status	Permanent
Location	Dublin 10
Reporting to	Health & Inclusion Programmes Manager
Salary	Officer Level 2 Scale. Starting point circa €42,000 depending on experience Access to Company pension scheme (6% employer contribution) on completion of probationary
Leave	Starting at 24 days, increasing with length of service
Working Hours	Available on a 35 or 28-hour week (pro-rata) depending on the preference of candidate

Role Description

About the Role - Are you passionate about supporting people impacted by poverty and social exclusion to move forward with their lives? Do you believe in the power of education, training, and employment to transform lives?

This role provides a dynamic opportunity for someone who skilled in supporting those aged 16 + to improve their skills and access courses and opportunities in training, education and employment,. The work is undertaken as part of an integrated services model of delivery that places participant needs at its centre.

What You'll Do

- **Lead and Deliver:** Oversee Liffey Partnership's suite of education and lifelong learning initiatives—from client engagement, liaison with facilitators and colleagues across the organisation —ensuring meaningful, outcome-driven support.
- **Support and Empower:** Work on a group and one-on-one basis with participants to help them build confidence, identify and develop their strengths and capacities and take their next steps into education, training, or work.
- **Connect and Collaborate:** Partner with education and training providers, statutory and community organisations, to ensure wraparound support for clients.
- **Promote and Grow:** Actively brand and promote programmes through outreach, marketing, and promotion
- **Track Impact:** Monitor participant progress, manage CRM data, evaluate outcomes, and contribute to impactful reporting and programme improvement.

Duties of the Role - The duties of the Lifelong Learning Officer are to work as part of the Liffey Partnership Health & Inclusion 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. This role forms a core part

of the local implementation of the Social Inclusion Community Activation Programme (SICAP) co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Union, through the European Social Fund Plus.

Key Responsibilities include;

- **Support clients on their journey** – welcome and engage new participants, understand their strengths and needs, and create tailored personal action plans related to their strengths, capacities and support needs.
- **Design, coordinate and deliver learning programmes** – develop, run pre-employment and personal development courses that build confidence, skills, and motivation. The role includes both direct facilitation of programmes and liaison with a panel of tutors and facilitators/
- **Collaborate with partners** – work with trainers, community groups, and local services to co-create inclusive programmes that reach diverse communities.
- **Facilitate group sessions** – lead workshops and group interventions linked to labour market needs and learner development.
- **Promote opportunities** – prepare training calendars, market programmes, and recruit participants through community outreach and engagement strategies.
- **Track progress and outcomes** – monitor learners’ journeys into education, training, or work, ensuring accurate reporting and compliance with hard and soft copy record keeping systems (IRIS, Salesforce).
- **Evaluate and improve** – research needs, gather feedback, and prepare reports and case studies to highlight impact and inform future programmes.
- **Ensure quality and accountability** – manage programme administration, develop funding proposals and work plans, and uphold professional standards.
- Adhere to Professional Standards and Code of Ethics in the Company
- Undertake other duties and responsibilities as may be assigned.

Person Specification

Essential Qualifications:

A minimum of a degree level (NFQ 8) qualification in Education, Social Science, or related fields, and a minimum of 1 years’ experience of creating and facilitating learning opportunities for adults in community settings

Knowledge & Expertise:

- 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 LP 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

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 mainstream opportunities in employment and education
- Flexible, creative with the ability to adapt to a changing and challenging environment
- Competent in budgeting for and managing course costs

- Able to conduct themselves 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.

How to Apply

Submit your CV and cover letter to:

 tdunphy@liffeypartnership.ie

 Or deliver by post to: Teresa Dunphy, Liffey Area Partnership CLG, 4 Drumfinn Park, Ballyfermot, Dublin 10, A84Y242

Deadline: 1 pm, Thursday 11th September 2025

Informal queries welcome – contact Triona O’Sullivan, Health & Inclusion Programmes Manager at tosullivan@liffeypartnership.ie or (01) 623 5612.