

**Education Development Worker
Foundations Project (Homelessness Project)
(Permanent Post)
Ref: EDWF24**

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 Foundations Project is an educational support service for people who are homeless. In place since 2001, it provides Adult Education Programmes and Child and Family Programmes to provide supports to adults and families experiencing homelessness around their educational needs. The project liaises with a wide network of community, voluntary and statutory services in the area of homelessness, community and further education and support services. For further information please consult our website www.foundationsproject.ie

Proposed Timeframe	Shortlisting will take place week commencing: 20 th May 2024 Interviewing to commence week beginning: 27 th May 2024 <i>*All dates are subject to change and are for guidance only</i>
Location of Position	The position will be based administratively in Parnell Adult Learning Centre, Dublin 1. Programmes are delivered in Parnell Adult Learning Centre and some homeless services around Dublin city.
Salary	€35,182 - €64,210 per annum (including long service increments). Successful candidates will be paid at point 01 of the Resource salary scale unless they have previous public sector service at the same grade.
Annual Leave	35 working days per annum.
Hours of Work	35 hours per week (some evening and weekend work involved).
Summary of Position	<p>This position involves organising adult education programmes within Foundations Project. It involves a significant amount of liaison work with statutory and voluntary providers such as emergency hostels, accommodation providers and day services in the area of addiction, homelessness and mental health. Foundations Project encourages people to begin attending classes in an education centre but also runs a small amount of programmes on-site in hostels. It provides programmes that consider the wide range of educational levels and interests that people have in areas like IT, creative arts, ESOL classes, sports, social studies etc.</p> <p>Working as part of a team, the person is required to co-ordinate adult education programmes, to encourage referrals to the programmes through outreach liaison within the homeless services and to encourage onward progression from the programmes to community-based programmes and college / further education programmes over time. Where the person can facilitate groups / directly teach in certain subject areas this is beneficial. The person should also work in conjunction with the Child and Family Programmes in Foundations Project and prioritise meeting the educational needs of parents experiencing homelessness, delivering family learning initiatives and similar. Experience in family learning and in working with children or young people would be very beneficial too.</p>

Essential Requirements	<ul style="list-style-type: none"> • At least Level 7 on the NFQ in one of the following areas: social care, education, youth work OR teaching in related area. • 1 – 2 years’ experience of working in education or social care.
Desirable Requirements	<ul style="list-style-type: none"> • Experience working with disadvantaged groups. • Experience of supervising other staff. • Excellent communication skills. • Excellent IT and administrative background / skills. • Highly motivated. • Ability to work on own initiative. • Skills in terms of meeting the learning needs of parents, children and young people attending Foundations Project programmes. • Knowledge and skills in relation to ESOL provision. • A strong administrative background.
Role	<p>The Education Development Worker’s role is to create links between the adult education and community education sector and the homeless services. There is also a need to develop and co-ordinate a range of flexible, innovative programmes that are specifically for homeless service users in order to meet their needs appropriately. Working as part of a team, the Education Development Worker will design and develop these programmes in education centres and on an outreach basis. They will also supervise the work of tutors delivering the programmes. The person is required to encourage referrals to the programmes through outreach liaison within the homeless services and to encourage onward progression from the programmes to community-based programmes and college / further education programmes over time. The person should also work with the Child and Family Programmes in Foundations Project to deliver family learning initiatives and to meet the educational needs of parents experiencing homelessness.</p>
Key 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 developing a range of both accredited and introductory / taster educational programmes for homeless service-users. • Developing strategies and programmes to meet the needs of the most marginalised people using homeless services. • Providing information and advice on educational programmes and services to staff and service-users in the homeless services. • Liaising with the homeless services, undertaking outreach work to hostels and emergency accommodation to inform people about the programmes. • Building links with the homeless services and the broader adult and community education sectors. • Referring students for literacy, ESOL and learning needs assessments as required. • Organising and / or facilitating groups and classes in adult education, family learning and young person’s educational support programmes. • Preparing and organising work for the QQI accreditation system, assisting in the internal verification process. • Supervising the work of tutors involved in the programmes and social care students on work placement. • Providing more general support and advice / information to adults experiencing homelessness who attend our programmes. Assisting them to access other support services as appropriate. • Maintaining records through various database / recording systems and providing reports on an on-going basis. • Other duties as the project and programmes require. • Reporting to the Project Co-ordinator.

Terms & Conditions of Appointment	<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. • Appointment is to City of Dublin ETB as a whole, not to a particular centre. City of Dublin ETB reserves the right to transfer staff as the needs of the scheme dictates. • 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 City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB. • Extern work may not be undertaken without the prior consent of City of Dublin ETB.
Termination	<p>The appointment will be terminated by one month's notice in writing on either side.</p>
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. Please visit the link below for updates to these requirements: Coming to Work in Ireland - Workplace Relations Commission</p>
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 posts may be subject to NVU disclosures. 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>
Superannuation & Retirement	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/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.</p> <p>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.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> • Pensionable Age: The minimum age at which pension is payable is 66 (rising to 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
Department of Education Early Retirement Scheme for Teachers Circular 102/2007	<p>The Department of Education and Skills 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</p>

	<p>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).</p>
Pension Abatement	<p>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.</p> <p>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.</p>
Exclusions	<p>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:</p> <p>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;</p> <p>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.</p>
Pension Accrual	<p>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.</p>
Additional Superannuation Contribution	<p>This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.</p>
Sick Leave and Special Leave	<p>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.</p>

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.
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.
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.

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.
- 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.

Latest date for receipt of completed online applications is:

12 noon on Friday 17th May 2024

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.