

COMMUNITY EDUCATION FACILITATOR (CEF) - WITH INITIAL RESPONSIBILITY FOR MANAGING THE SECBA PEACEPLUS PROGRAMME

JOB DESCRIPTION

- POSITION:** Community Education Facilitator (CEF) with initial responsibility for managing the SECBA PEACEPLUS Programme (Cavan Institute).
- SERVICE:** CMETB Further Education and Training (FET) – Cavan Institute.
- REPORTING:** The Chief Executive, Director of FET and the Director of Cavan Institute
- LOCATION:** Cavan Institute (Travel will be required within the CMETB area and beyond)
- CONTRACT:** Fixed term contract for three years

BACKGROUND

The Southeast HE/FE/Industry Cross-Border Alliance (SECBA) is a project aimed at improving the Southeast Region by addressing the skills gap between education and the needs of local industries. The initiative will focus on skills development through partnerships with Dundalk Institute of Technology (DkIT), Southern Regional College (SRC), Monaghan Institute, and Cavan Institute.

SECBA will create a strategy for skills development that matches both national and local government plans while focusing on the specific needs of industries in the area. The goal is to help people find jobs, support underrepresented groups, encourage innovation, and promote growth in local sectors, all while improving the movement of workers across borders. SECBA will also create a brand for employers to make sure their needs are met.

The project will focus on three key areas:

1. **SOFTWARE DEVELOPMENT:** This part aims to improve skills in software development by using new technologies like AI, machine learning, and cloud computing. Educational programmes will be aligned across different countries to ensure high-quality training.
2. **BIOPHARMACEUTICALS:** This will provide training in biotechnology processes, covering all stages of the industry.
3. **BUSINESS AND SPORT:** This area will develop management skills needed in both business and sports. It will include workshops, practical training, and networking events that help connect participants with industry leaders.

Industry experts will help develop a strategy with clear actions for skills development and job security. The project will focus on training workers with the skills needed by businesses and help reduce the risks of job loss due to new technologies.

EDUCATIONAL PATHWAYS: The programme will offer different levels of education to help people build their skills:

- Return to Education (Level 4)
- Fundamental Skills (Level 5)
- Introductory Skills (Level 6)
- Advanced Skills (Level 7-9)
- Bridging 2+2
- Work based learning degree(s)

POST SUMMARY:

The successful candidate will

- Have responsibility under general direction, for co-ordinating and implementing the efficient day-to-day work of the PEACEPLUS SECBA Programme for Cavan Institute.
- Ensure targets and service levels are achieved and work undertaken, as per the PEACEPLUS Grant Agreement.
- Ensure an appropriate project management plan is developed in line with SECBA delivery and operational metrics.
- Ensure budgets are adhered to.
- Ensure procurement and communication requirements of the programme are adhered to and completed in a timely manner.
- Have overall reporting responsibility for the SECBA programme at Cavan Institute including requisite reports on progress against milestones for SEUPB; and quarterly reports to the SECBA Leadership Team.
- Manage project risks.
- Represent and promote the SECBA programme as required to industry within the region and with participants through all advertising mediums. Be responsible for local promotional events.
- Communicate effectively and build productive working relationships with relevant internal / external stakeholders.
- Assist in effectively promoting the values of CMETB including fostering a positive working environment for all team members.
- Any other duties and responsibilities as may be assigned from time to time by the Institute Director.

SELECTION CRITERIA - QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL CRITERIA:

Applicants must have,

- A relevant third level qualification.
- Experience of co-ordinating/managing a significant programme/project.
- Excellent interpersonal and communication skills with the ability to work with and support project stakeholders sensitively and appropriately.
- Excellent knowledge and skill in the use of ICT. (The appointee will be expected to use new technologies as they arise. The appointee is also expected to upskill in the area of ICT).
- Good judgement, problem solving and analytical skills.
- Good organisational skills and ability to manage/prioritise deadlines.
- Ability to generate strong team morale, co-operation and participation.

- Ability to process work with a high level of attention to detail.
- The ability to work on own initiative and as part of a team.
- Confidentiality and discretion to a high degree.
- Full Driver's License and Access to own transport.

APPLICANTS SHOULD ALSO,

- Demonstrate enthusiasm for new developments, changing work practices and strive to implement the changes effectively.
- Maximise the contribution to the team, providing support and working effectively with colleagues.
- Uphold high standards of honesty, ethics, and integrity.

The above lists are not exhaustive and may be varied having regard to the changing needs of Cavan and Monaghan Education and Training Board scheme. Therefore, other responsibilities may be assigned from time to time.

COMPETENCIES REQUIRED:

The person appointed to the PEACEPLUS SECBA Community Education Facilitator (CEF) position will be required to show evidence of the following 6 competencies in their application form.

LEADERSHIP

- Works with the relevant team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.
- Allocates work fairly and appropriately and ensures that everybody does their fair share.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet the ETB's objectives.
- Leads the team by example, coaching and supporting individuals as required.
- Places high importance on staff development, training and maximising skills and capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change.

INTERPERSONAL AND COMMUNICATION SKILLS

- 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.

ANALYSIS AND DECISION MAKING

- Actively listens to others and tries to understand their perspectives, requirements and needs.
- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Uses previous knowledge and experience in order to guide decisions.
- Makes sound decisions with a well-reasoned rationale and stands by these decisions.
- Puts forward solutions to address problems.
- Is respectful, courteous, and professional, remaining composed, even in challenging circumstances.
- Communicates clearly when speaking and in writing.

DELIVERY OF RESULTS

- 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.
- 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 need to delegate work appropriately rather than doing everything oneself.

SPECIALIST KNOWLEDGE, EXPERTISE AND SELF DEVELOPMENT:

- Develops and maintains the skills and expertise required to perform in the role effectively, e.g., relevant technologies, IT systems, relevant policies etc.
- Clearly understands the role, objectives, and targets and how they fit into the work of the unit.
- Is committed to self-development and continuously seeks to improve personal performance.

DRIVE AND COMMITMENT TO PUBLIC SERVICE VALUES:

- Consistently strives to perform at a high level and deliver a quality service.
- Serves the Government and people of Ireland.
- Is thorough and conscientious, even if work is routine.
- Is enthusiastic and resilient, persevering in the face of challenges and setbacks.
- Is personally honest and trustworthy.
- At all times, act with integrity.

SHORTLISTING:

- Shortlisting will take place on the basis of, the information provided in the application form.
- It is therefore in the applicant's own interest, to provide a detailed and accurate account of all qualifications / experience to date, in their application form.

No late applications accepted and, no CVs accepted.

ADDITIONAL INFORMATION	
REMUNERATION	Based on CEF Salary Scale (€46,932 - €73,270)
CLOSING DATE	28 February 2025
<p>INTERVIEWS WILL TAKE PLACE IN MARKET STREET, MONAGHAN, SHORTLY AFTER THE CLOSING DATE.</p> <p>CANDIDATES WILL BE INVITED TO INTERVIEW BY EMAIL (PROVIDED IN APPLICATION FORM)</p> <p>PLEASE CHECK YOUR EMAILS REGULARLY, INCLUDING SPAM FOLDERS.</p>	



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