



An Cosán is currently recruiting for the position of Adult Education Manager. The Manager will provide leadership to all streams of our face-to-face, blended and online adult community education in An Cosán under the general supervision of the CEO. The job requires an experienced professional who knows how to apply theory to practice, with a proven track record in change management and leadership and an in-depth understanding of transformative teaching approaches.

Role Title	Adult Education Manager
Reporting To:	CEO
Location	Tallaght, Co. Dublin
Direct Reports	Foundation Education, Access & Student Support Lead Further Education Lead Higher Education Lead Educational Technology Lead

An Cosán

An Cosán (Irish for 'The Path') is Ireland's largest community education organisation in Ireland. The mission of An Cosán is to bring about social equality and an end to poverty through community-based adult education, the provision of early years supports and empowering social enterprise development. Over the past three decades, An Cosán has provided pathways to empowerment via community education to thousands of people. The organisation has expanded its reach to a national scale using technology to deliver virtual access to its range of learning programmes.

Key Responsibilities

- Contribute to the development of strategies and policies for the continued development of local, regional and national community education at An Cosán through the delivery of foundation, further and higher education.
- Lead, develop, motivate, support and direct the team, ensuring resources are appropriately planned and allocated to achieve sectional productivity and quality goals.
- Establish and maintain relevant controls and feedback systems to monitor the operation of the educational team.
- Review performance data to monitor and measure sectional achievement and overall effectiveness.
- Prepare regular management and Board reports demonstrating progress against strategic goals with clearly defined measures.

- Liaise with Finance Team in the planning, management and review of sectional budgets.
- Conduct annual performance management and development system (PMDS) with staff.
- Oversee the QQI Accreditation re-engagement process and ongoing quality assurance processes across all types of adult learning provisions
- Contribute to project funding applications and reports
- Oversee course marketing and learner recruitment

Essential Skills and Core Competencies

- Excellent leadership qualities, with strong coaching and motivational skills
- Proven communication, negotiating and influencing skills
- Results driven
- Ability to work both autonomously and collaboratively, as a positively engaged team member
- Ability to initiate and manage change
- Skilled in building relationships
- Flexible, whilst being highly organised with good time management skills
- Creative questioning and solution approach to challenges

Experience and Knowledge

Essential

- Minimum 5 years experience in an education environment, with at least 3 years in a leadership role. Experience and commitment in creating a productive educational experience for learners
- A relevant qualification in Education, Community Development or Social Studies at MA level
- Knowledge and understanding of policies, systems and operation of Higher education, Further and Foundation education, including the quality assurance requirements
- Experience of blended teaching and educational technologies would be an advantage
- Understanding and commitment to the educational ethos of An Cosán

Desirable

- Some experience in community education is desirable

Salary commensurate with experience and the community education sector

Application Process:

Please email the completed application form and your curriculum vitae to jobs@ancosan.ie by Monday 7th September 12 noon.