



An Cosán is currently seeking a dynamic Further Education Lead to join our team. This role will be responsible for the development and delivery of An Cosán's face-to-face, blended and online further education programmes.

Job Title:	Further Education Lead
Location:	Tallaght, Co. Dublin
Reporting To:	National Adult Education Manager
Contract:	Permanent

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

- Lead, develop and manage the further education team ensuring resources are appropriately planned to achieve quality goals
- Develop and set academic year calendar, external authentication, and internal course and tutor evaluation
- Establish and maintain relevant QQI controls/quality assurance/feedback systems
- Continue and complete re-engagement process with QQI
- Liaise with Educational Technologist in the development and population of Moodle learning platform
- Collaborate and develop training with external organisations where requested
- Liaise with other inhouse teams in planning recruitment of learners, course advertisements and learner supports and administration
- Review and update of tutor and learners course information packs
- Contribute to grant application and reports as required

Essential Skills and Core Competencies

- Proven focus on results
- Excellent written and verbal communication skills, with strong attention to detail
- Ability to work both autonomously and collaboratively, as a positively engaged team member
- Skilled in building relationships and establishing a solid network
- Ability to multi-task, whilst being flexible and highly organised, with excellent time management skills
- Creative questioning and solution approach to challenges

Experience and Knowledge

Essential

- Minimum 5 years experience in an education environment
- A relevant qualification in Education and training at degree level
- Experience and commitment in creating a productive educational experience for learners
- Understanding and commitment to the educational ethos of An Cosán
- Experience of blended teaching and educational technologies

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.

These posts are part funded by Pobal under the Community Services Programme



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