



An Cosán is currently recruiting for the position of National Adult Education Manager. This is an exciting opportunity to play a key strategic senior leadership role, as a member of the Management Team and reporting directly to the CEO. This is a busy, demanding and diverse role where the National Education Manager will utilise their extensive experience in the education field, providing project management and oversight. They will be able to balance the strategic needs with the more hands-on operational priorities of the role.

We are seeking an ambitious, innovative, enthusiastic and dynamic professional, with proven leadership and coaching skills. The incumbent must be results driven, impactful and one who thinks both strategically and creatively.

The National Education Manager will guide and lead a high performing and award-winning Education Team, covering all streams of face-to-face, blended and online adult community education. This role has critical strategic responsibility for driving An Cosán's mission of bringing transformative education to communities.

The role requires an experienced education 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:	National Adult Education Manager
Reporting To:	CEO
Contract:	Permanent
Probation:	9 months
Location:	Tallaght, Co. Dublin
Direct Reports:	Access and Community Education Lead Further Education Lead Higher Education Lead Educational Technologist Digital Stepping Stones/ S2S Project Lead

An Cosán

An Cosán (Irish for 'The Path') is Ireland's largest community education organisation. 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, wrap around counselling services and empowering social enterprise development. Over the past three decades, An Cosán has provided pathways to empowerment by providing access to community education to thousands of people of all ages.

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, motivate, support and direct the education team, setting high standards and ensuring resources are appropriately planned and allocated to achieve impact and learner outcomes.
- Utilising excellent project management skills drive results focussed change programmes.
- Through open communication, facilitate and encourage high performance and a culture of collaboration, whilst developing capability and capacity.
- 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 access, further and higher education.
- Lead on the quality of educational programmes through ongoing quality assurance and evaluation processes across all types of adult learning provisions.
- Achieve ongoing accreditation of existing and new programmes through QQI accreditation and partnerships with awarding bodies.
- Establish and maintain relevant controls and feedback systems to monitor the operation of the Education Team.
- Review performance data to monitor and measure achievement and overall effectiveness of educational programmes.
- Play an active role in securing funding and managing relationships with funders and corporates.
- 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 education budgets.
- Conduct annual performance management and development system (PMDS) with staff.
- Contribute to project funding applications and reports.
- Work closely with our accreditation partner Carlow IT to maintain and develop this relationship.
- Support course marketing and learner recruitment.
- Any other duties as assigned by the CEO.

Essential Skills and Core Competencies

- Excellent leadership qualities, with strong coaching and motivational skills.
- Proven communication abilities, both written and spoken, with active listening
- Ability to deliver on both strategic needs, whilst not losing sight of the operational requirements of the role
- Effective negotiating and influencing skills.
- Results driven and consistently strives to work to a high standard.
- Sound judgement and decision-making skills with the ability to assimilate relevant information to arrive at correct course of action.
- Ability to work both autonomously and collaboratively, as a positively engaged leader and team member.
- Capable of initiation, management and closure of change programmes.
- Skilled in building relationships and networks with colleagues and stakeholders, whilst seeking to build consensus and manage conflicts.
- Flexible, whilst being highly organised with good time management skills.
- Creative questioning and solution approach to challenges.

Experience and Knowledge

Essential

- Minimum 5 year's experience in a leadership role within education.
- Knowledge and understanding of policies, systems and operation of Higher education, Further and Foundation education, including the quality assurance requirements.
- Experience and commitment in creating a productive educational experience for learners.
- Relevant experience of developing funding proposals and a multi stream funding environment.
- A relevant qualification in Education, Community Development or Social Studies at Masters Level.
- Understanding and commitment to the educational ethos of An Cosán.

Desirable

- Experience of blended teaching and educational technologies.
- Experience in community education.
- Affinity with and understanding of the importance of engaging learners and communities in realising their potential as equal members of a socially just society.

Salary commensurate with experience and the not for profit community education sector

Application Process:

Please email the following documents to jobs@ancosan.ie with subject line clearly marked

National Education Manager role:

- Cover letter
- Curriculum Vitae
- Completed Application Form

Closing date for applications is 5pm on Monday, 2nd November 2020.