



<b>Role Title:</b>	<b>Higher Education Community Educator</b> (Applied Addiction Studies, Half-Time, 19.5 Hours per week)
<b>Reporting To:</b>	Higher Education Lead
<b>Colleagues:</b>	An Cosán Team
<b>Primary Responsibility:</b>	Core responsibilities will include curriculum development, course delivery, learner support and assessment, as well as associated administrative and evaluative processes. The HE Community Educator will contribute to An Cosán as an experienced professional with an in-depth understanding of higher education, adult and community education, technology enhanced teaching and learning.

### Higher Education Community Educator

(Applied Addiction Studies, Half-Time, 19.5 Hours per week)

**An Cosán** provides people of all ages with pathways to learning, leadership and enterprise. An Cosán offers a variety of programmes in early years education and care, parenting, community, further and higher education. Through our online education programmes we bring our ethos beyond Jobstown to locations across the country through our Community Partners.

An Cosán's Adult Community Education Team combines a holistic ethos of adult and community education with technologically enhanced teaching methods to offer quality lifelong learning opportunities to adult learners in communities across Ireland. In partnership with the **South East Technological University**, An Cosán offers higher education programmes in Leadership and Community Development, Applied Addiction Studies, Social Enterprise, and Personal and Professional Development.

An Cosán is currently recruiting for the position of **Higher Education Community Educator (Half-Time, 19.5 Hours per week)** with a disciplinary focus on Applied Addiction Studies.

Reporting to the Higher Education Lead, the **Community Educator** will play a key role in supporting and expanding provision of accredited education courses across Ireland. The Tutor will contribute to the lifecycle of courses and to An Cosán's overarching vision of learner and community empowerment. Core responsibilities will include curriculum development, course delivery, learner support and assessment, as well as associated administrative and evaluative processes. The Tutor will contribute to An Cosán as an experienced professional with an in-depth understanding of higher education, adult and community education, and technology enhanced teaching and learning.

## Detailed Responsibilities

### Teaching and Programme Delivery

- Ensure teaching and programme delivery aligns with An Cosán's Adult and Community Education ethos and standards in both face to face and online learning.
- Design, deliver, manage, and assess at least 5 modules per academic year
- Provide at least 5 hours teaching and tuition per week
- Collaborate with An Cosán Team to deliver workshops in An Cosán Tallaght and in community hubs across Ireland
- Provide support and feedback to learners directly.
- Liaise with An Cosán Team and community partners to ensure a supportive learning environment.

### Curriculum Design and Development

- Ensure curriculum development aligns with best practice and fulfils quality assurance standards set down by An Cosán.
- Design curricula in line with relevant module descriptors
- Prepare instructional design plans for online delivery.
- Archive all course materials as requested.
- Conduct research and upskilling on relevant subject matter as requested

### Higher Education Quality Assurance and Administration

- Contribute to the internal verification of grading across all Higher Education programmes.
- Ensure appropriate storage and archiving of all Administrative and QA relevant materials, including course materials, class records, grades, and all learner/tutor feedback, to support quality assurance and management decision-making.
- Coordinate student supports, including maintaining a weekly Class Record documenting attendance and learner support issues.
- Assist in the development and updating of educational policies and procedures.
- Assist the Higher Education Lead to engage with South East Technological University in processes such as curriculum development, new programme validation, and programmatic review as requested.
- Assist Higher Education Lead to support external funder, community partner, and tutor panel needs as requested.

### General Contribution to An Cosán Team

- Help foster a collaborative and supportive work environment
- Engage in critical reflection and implement new teaching initiatives within a dynamic community of practice
- Undertake additional tasks as necessary

### Teaching Commitments

In general, you will be asked to teach on the following Degree programme:

- **BA Degree Applied Addiction Studies and Community Development (NFQ Level 7)**

Specific modules of relevance to the advertised role include:

- The Nature and Context of Substance Use and Dependence
- Drug Prevention, Education & Awareness
- Approaches to Treatment and Rehabilitation
- Introduction to Counselling and Motivational Interviewing
- Drugs and Crime in a Global Context
- Community Drug Work and Leadership in Practice
- Introduction to Community Drugs Work (Unaccredited)

Academic Calendar planning and programme delivery in the community education sector requires flexibility from tutors at times to accommodate changes (e.g. concerning community partners and start dates, or additional programmes as the year progresses). The Higher Education Lead will inform tutors of same with as much notice as possible.

### **Person specifications**

The successful applicant will be an experienced educator who has the knowledge and skills to deliver at least THREE of the following programmes (NFQ Levels 6-7) offered by An Cosán:

- The Nature and Context of Substance Use and Dependence
- Drug Prevention, Education & Awareness
- Approaches to Treatment and Rehabilitation
- Introduction to Counselling and Motivational Interviewing
- Drugs and Crime in a Global Context
- Community Drug Work and Leadership in Practice

### **Requirements**

#### *Essential*

- **A relevant qualification in Applied Addiction Studies, Community Development, Adult Education, or Social Studies at MA/MSc level.**
- A minimum of one year's teaching and curriculum development experience.
- Previous experience of working in an applied addiction studies or community development context, nationally or internationally.

#### *Advantageous*

- Previous experience of online education and associated educational technologies.
- Car owner and holder of a full driving licence.

### **Personal Attributes**

- Motivated to educate and support adult learners in a community education setting
- A reflective practitioner, capable and willing to contribute to a vibrant team
- Flexibility and ability to work on own initiative and co-operatively
- Excellent multi-tasking, time management and communication skills

### **Salary**

Salary commensurate with experience.

### Working Arrangements

#### *Working Hours*

A half-time role requires 19.5 hours per week. Working hours will include teaching delivery on some Saturdays and some week-day evenings.

#### *Probation*

A probationary period of 3 months applies.

#### *Travel Arrangements*

Travel to An Cosán for teaching is not included in your working hours. However, travel to community partners in other locations for teaching purposes is included in work hours. Travel expenses may also be claimed for the latter.

#### *Presence in the Office / Working from Home*

Current COVID-19 arrangements of working from home to continue subject to public health guidelines.

An Cosán will accommodate Community Educators working from home through use of online conferencing. This accommodation remains subject to Community Educators:

- Completing all assigned tasks to the satisfaction of the Higher Education Lead.
- Maintaining internet connectivity to ensure the satisfactory completion of all duties.
- Good time management and demonstrating same.
- Ensuring good communications with students and with the An Cosán team.

As a valued member of the An Cosán team and of the Education team, there will be both educational and wider team events, including meetings, at which your presence will be compulsory. Events that require your presence will be flagged with as much notice as possible.

### Application Process

Applicants should email (1) their CV and (2) a Completed Application Form to Dr. Thomas Murray, Higher Education Lead, at [t.murray@ancosan.ie](mailto:t.murray@ancosan.ie).

The closing date for receipt of applications is Wednesday 25<sup>th</sup> January 2023

Incomplete applications will not be considered.

Successful applicants will be contacted for interview no later than 31<sup>st</sup> January 2023.

Interviews are provisionally scheduled to take place on Wednesday 8<sup>th</sup> February 2023.