



Adult Community Education (ACE) Quality & Projects Lead

Empowering adult learners. Strengthening communities. Driving quality and impact.

An Cosán is seeking a committed ACE Quality & Projects Lead to help shape, strengthen, and grow our Adult Community Education (ACE) Programme. Reporting to the Adult Community Education Manager and working closely with the Community Education Lead and Higher Education Lead, this role supports the development, delivery, monitoring, and evaluation of programmes that create real pathways to learning, work, and community leadership for adults in underserved communities.

Role Title:	ACE Quality & Projects Lead
Reporting To:	Adult Community Education Manager
Contract:	Permanent (6-month probation)
Location:	Jobstown, Tallaght, Dublin 24, Co. Dublin (2 days minimum on-site)
Salary:	€50-€55k commensurate with experience.
Application Deadline :	10th March 2026

An Cosán (Irish for “The Path”) is Ireland’s largest community education organisation, working to bring about social equality and end poverty through community-based adult education, early years education, wraparound supports, and social enterprise. Since 1986, more than 21,000 people have accessed new pathways to empowerment through our programmes.

An Cosán’s Adult Community Education (ACE) Programme blends a holistic ethos of adult and community education with technology-enhanced teaching to create high-quality, flexible lifelong learning opportunities for adults who have been left behind by traditional education.

Purpose and Key Impact

The ACE Quality & Projects Lead plays a central role in ensuring that An Cosán’s Further and Higher Education provision is high-quality, learner-centred, and impact-driven. The role combines quality assurance, project development, data and systems management, and support for tutors, learners, and community partners to expand opportunities and promote lifelong learning.

Key Responsibilities

Quality Assurance and Academic Systems

- Lead the design, implementation, and ongoing review of quality assurance (QA) systems across Further and Higher Education, including exam/programme boards and liaison with awarding and regulatory bodies (e.g., SETU, QQI, DDLETB).

- Maintain accurate records and ensure compliance with QA processes, governance codes, and GDPR, including regular updates to learner and tutor handbooks.
- Support policy review, application and data management processes, and preparation for external reviews and audits.
- Monitor QA performance and provide recommendations to enhance standards, consistency, and compliance across all programmes.

Learner Supports and Bursary Fund

- Administer An Cosán's Bursary Fund, including application review, policy and documentation management, and reporting on uptake and impact.
- Ensure financial and other supports are accessible, transparent, and aligned with An Cosán's mission of widening participation.
- Track learner support engagement and contribute insights to programme teams to enhance learner access and progression.

Programme and Project Development

- Develop, coordinate, and monitor new ACE projects and initiatives aligned with An Cosán's strategic priorities.
- Use data, learner feedback, and evaluation findings to inform continuous improvement of adult community education programmes.
- Deputise for the ACE Manager and programme leads as required, supporting day-to-day programme delivery, learner engagement, and tutor support.

Stakeholder, Funder, and Partner Engagement

- Engage with public and private funders across the programme cycle, including proposal development, implementation, reporting, and evaluation.
- Build and maintain effective relationships with learners, tutors, awarding and regulatory bodies, and community and funding partners to support programme quality and growth.
- Promote a collaborative, solutions-focused team culture that reflects An Cosán's ethos.

Data, Reporting, and Digital Systems

- Lead robust data management and reporting practices to uphold assessment quality, integrity, and accountability.
- Use and enhance IT systems and CRM platforms to support learner management, reporting, and continuous improvement across the ACE Programme.
- Generate management information to inform decision-making, programme planning, and external reporting.

Essential Competencies

- Experience in management, administration, or coordination roles, ideally involving programmes, projects, or services (education, community, or related sectors).

- Strong understanding of adult learning principles and assessment methods, including blended and flexible delivery, or a clear capacity to develop this understanding quickly.
- Demonstrated experience in developing or implementing policies, procedures, or quality-related documentation.
- Strong data and reporting skills, with the ability to uphold quality and integrity in assessment, monitoring, and evaluation.
- Proven ability to work with diverse stakeholders (e.g. learners, tutors, partners, funders, awarding or regulatory bodies).
- Financial awareness, including experience with budgeting, resource allocation, or grant-funded projects.
- Excellent written and verbal communication skills, with high attention to detail and the ability to produce clear, concise reports.
- High level of proficiency in IT systems and CRM platforms, and an interest in using digital tools to enhance processes.
- Strong interpersonal, analytical, and decision-making skills, with the ability to work both independently and as part of a team.
- Highly organised, flexible, and comfortable managing multiple priorities in a dynamic environment.

Terms and Conditions

- Salary: €50,000-€55,000 (commensurate with experience).
- Annual Leave: 24 days + additional days up to 27 with service.
- Flexible Work: Hybrid model; occasional evening/weekend work (TOIL available).

Application Process

Email your application to jobs@ancosan.ie with “ACE Quality and Project Lead” in the subject line, including:

1. A current CV.
2. A two-page cover letter outlining your experience, competencies, and salary expectations.
3. Contact details for two referees (not contacted until offer stage).

Deadline: 10th March 2026

Queries: Contact Adelaide Nic Chárthaigh at a.niccharthaigh@ancosan.ie