

Job Description

Title: PETE Education worker

Location: Waterford

Reporting to: Lisa O'Brien

Key Responsibilities:

- To assess and provide practical career guidance to people seeking further education and training that leads to employment.
- To develop deadline driven individual support plans and reviews for further education and training opportunities that lead to employment.
- Research and develop links/partnerships with education and training sources, and provide support with application process
- Support learners with interview preparation techniques to enhance their further education/training and employment applications.
- Actively promote the service internally and externally with responsibility to seek referrals.
- To participate in the review, evaluation and development of the programme

Essential:

- 3rd Level Qualification (Level 8); social care, education or employment services
- Self-motivated, enthusiastic professional with results-driven work experience.
- Strong communication, organisational and follow through skills that are deadline driven.
- Experience working with marginalized people in an Education/Training Environment that required course completion in accordance with recognised education Industry Standards (e.g. QQI validation.)
- Provided support and guidance to follow on courses and /or employment
- Experience working with learners in a one to one and group setting.
- Assessing and developing education plans
- Experience working with learners who have literacy and numeracy challenges.

Desirable:

- Train the Trainer Qualification
- Experience facilitating a class
- Knowledge of NALA's WriteOn.ie online courses
- Report writing skills · Information technology skills
- Ability to network and develop strong internal and external partnerships
- Flexible and resourceful