

### JOB DESCRIPTION

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|--------------------------|--|
| <b>Job Title:</b>        | <b>Resource Person</b><br>(1 year fixed term specific purpose) |
| <b>Reporting To:</b>     | Youthreach Co-ordinator  |
| <b>Division:</b>         | Youthreach   |
| <b>Grade :</b>           | Resource Person  |
| <b>Initial Location:</b> | Delvin Youthreach  |

### Summary of Position

The Youthreach Programme requires staff who are flexible, multi-disciplined and experienced. A high degree of motivation and commitment to a student-centred model of learning is essential.

- Third Level Qualification in a relevant discipline
- Knowledge of QQI and/or Leaving Certificate Applied an advantage
- Strong leadership skills
- Experience of working with vulnerable young people
- Will be required to deliver ICT related modules to learners

### Initial Duties and Responsibilities

- Responsible to the Co-ordinator on a day to day basis for the delivery of the programme
- Direct class contact in keeping with programme needs as required by the ETB subject to a maximum of 20 hours per week
- Administrative duties/assisting the co-ordinator as required by LWETB, subject to a maximum of 17 hours per week
- Curriculum development and delivery, implementation of certification procedures supervision of work experience and delivery of front line guidance and information as appropriate
- Work with centre management in the planning, delivery and evaluation of appropriate responses to education and training needs, including the identification and implementation of indicators for education and training outcomes for learners
- Work with ETB and centre management to (i) agree and implement a Centre Development Plan for the delivery of Youthreach services and (ii) conduct an internal centre evaluation process as set out in the Youthreach Quality Framework
- Development and monitoring of programme
- Assessment and monitoring of learner course work
- Conducting interviews of learners

- Administrative duties relevant to the post, including the maintenance of records and the provision of reports as required
- Provide locally agreed substitution cover for absent staff, and supervise learners as necessary during lunch breaks and at opening and closing of the centre
- To deputise when necessary for the Centre Co-ordinator
- To participate in appropriate continuous professional development and training as agreed with management.
- All other duties related to the purpose of the contract and the needs of LWETB.

### **Salary**

**€29,664 - €56,036**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education and Skills from time to time for Resource persons. Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education and Skills. Rate of remuneration may be adjusted from time to time in line with Government Policy. For persons entering a recruitment grade for the first time, starting pay will be at the minimum of the new reduced scale and is not negotiable.

### **Particulars of the Position**

The post is 1 year fixed term specific purpose. (37 hours per week).

### **Shortlisting**

LWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

### **Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by LWETB. A second stage interview may form part of the interview process.

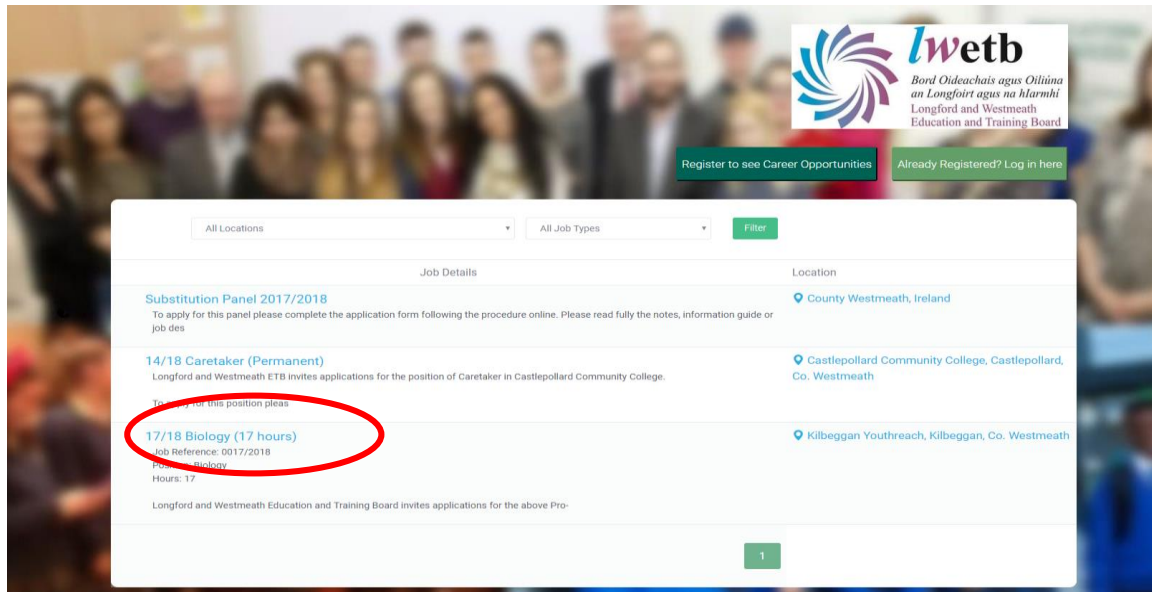
### **Application and selection process**

- Completed application forms should be submitted through [www.etbvacancies.ie](http://www.etbvacancies.ie) on or before **13:00 hours on Monday 4<sup>th</sup> November, 2019.**
- Interviews will be scheduled for as soon as is reasonably practicable post-closing date.
- Candidates should read the guide on how to complete the application.
- Your application will be assessed on the information you submit.
- Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications will not be considered.
- Application forms must be typed.
- Shortlisting may apply.
- Canvassing by or on behalf of the applicant will disqualify.
- Late applications will not be accepted.

- All enquiries regarding your application should be made to [recruitment@lwetb.ie](mailto:recruitment@lwetb.ie) using the post reference in the subject line of the email.
- LWETB may contact the named referees and / or employers for a reference should you be called to interview.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
- Longford and Westmeath ETB is an equal opportunities employer.

## etbvacancies user guide for potential candidates

Proceed to the following url: <https://etbvacancies.thehirelab.com/etb> and click on the LWETB logo to see our current vacancies. In order to apply for a position, you must first register by clicking on the name of the position to which you wish to apply. Please see the example below.



You will then be brought to a Job Summary page. At the bottom of this page you will see two options for logging into the system. Please choose the one appropriate to you. If you have never registered with [www.etbvacancies.ie](http://www.etbvacancies.ie) before you will need to enter via the “join our talent pool”, creating a password and submit your application online. If you have registered with LWETB’s etbvacancies portal before you can enter via “already a member” and submit your application online. Once logged in please follow the instructions to complete.

## Job Summary

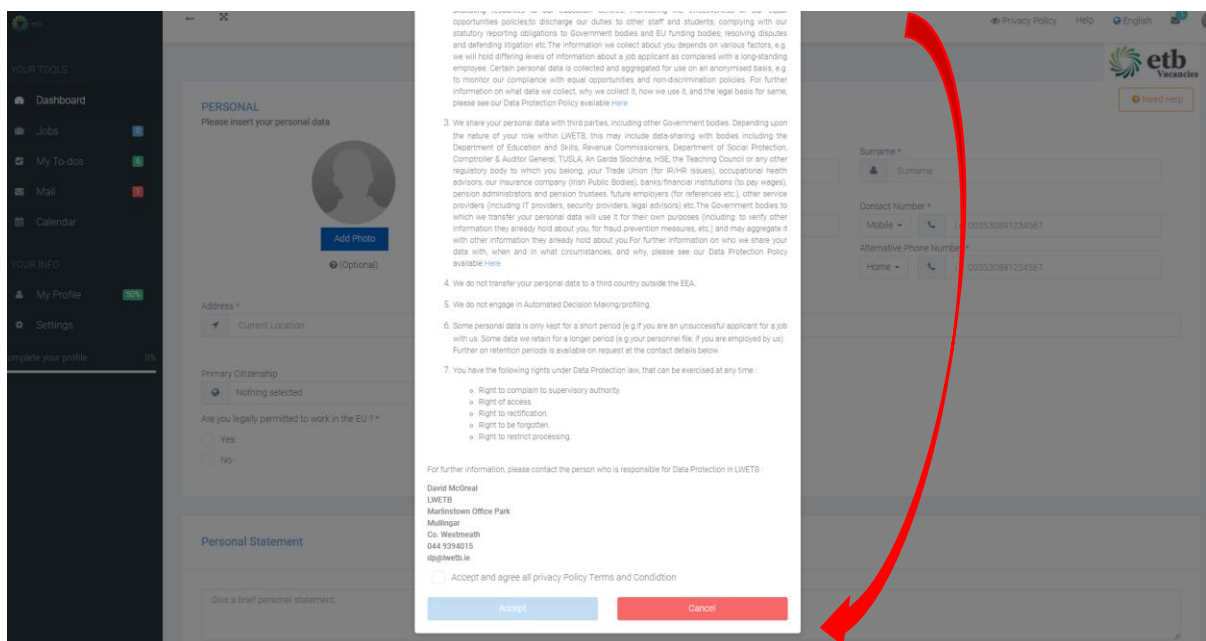
 **Already a member of our Talent Pool?**  
Login here to Apply

[Forgot password?](#)

 **Join our Talent Pool + submit your application**

☐ I agree to the [Terms of use](#)

When successfully logged in, a Privacy Notice will appear, and once read you must click 'Agree' to proceed with your registration or 'Cancel' to leave the site:-



The screenshot displays the job application interface with a Privacy Notice overlay. The background shows the 'PERSONAL' section of the profile, including fields for Address, Primary Citizenship, and a Personal Statement. The Privacy Notice, titled 'Privacy Notice', lists various data collection and sharing policies. A red arrow points from the 'Agree' button in the Privacy Notice to the 'My Profile' section on the dashboard, indicating the next step after accepting the terms.


**YOUR TOOLS**

- Dashboard
- Jobs
- My To-dos
- Mail
- Calendar

**YOUR INFO**

- My Profile **86%**
- Settings

**PERSONAL**  
Please insert your personal data

  
 (Optional)

Address \*  
Current Location

Primary Citizenship  
Nothing selected

Are you legally permitted to work in the EU? \*

Yes  
No

**Privacy Notice**

3. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within UNETS, this may include data-sharing with bodies including the Department of Education and Skills, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, TUSA, An Garda Síochána, HSE, the Teaching Council or any other regulatory body to which you belong, your Trade Union (for IR/HR issues), occupational health advisors, our insurance company (Irish Public Bodies), banks/financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references etc.), other service providers (including IT providers, security providers, legal advisors) etc. The Government bodies to which we transfer your personal data will use it for their own purposes (including to verify other information they already hold about you, for fraud prevention measures, etc.) and may aggregate it with other information they already hold about you. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy available [here](#).

4. We do not transfer your personal data to a third country outside the EEA.

5. We do not engage in Automated Decision Making/profiling.

6. Some personal data is only used for a short period (e.g. if you are an unsuccessful applicant for a job with us. Some data we retain for a longer period (e.g. your personal file, if you are employed by us). Further on retention periods is available on request at the contact details below.

7. You have the following rights under Data Protection law, that can be exercised at any time:

- Right to complain to supervisory authority.
- Right of access.
- Right to rectification.
- Right to be forgotten.
- Right to restrict processing.

For further information, please contact the person who is responsible for Data Protection in UNETS:

David McInerney  
UNETS  
Marlinstown Office Park  
Mullingar  
Co. Wicklow  
044 9394215  
dp@unets.ie

☐ Accept and agree all privacy Policy Terms and Condition

**Personal Statement**  
Give a brief personal statement.

On clicking 'Agree' you will be brought to your Dashboard and here you will begin to build your profile which will be used to apply for any upcoming vacancies and the online application form for the specific position. **Please note that your profile must be 86% complete before you can apply for a position.** Profile completion can be monitored at the bottom of your dashboard:-

The screenshot shows the 'PERSONAL' profile completion page on the etb Vacancies website. The left-hand navigation menu has 'My Profile' highlighted with a red circle. The main content area is titled 'PERSONAL' and includes a sub-header 'Please insert your personal data'. It features a profile picture placeholder with an 'Add Photo' button and an '(Optional)' label. The form contains several input fields: Name, Surname, Email (pre-filled with 'st4myeied@mail.com'), Contact Number (with Mobile and Home tabs, both pre-filled with '003530891234567'), Address, and Current Location. There is a dropdown for Primary Citizenship (currently 'Nothing selected') and a section for 'Are you legally permitted to work in the EU?' with 'Yes' and 'No' radio buttons. At the bottom, there is a 'Personal Statement' section with a text area for 'Give a brief personal statement.' and a progress indicator 'Complete your profile 0%'.

## Some points to note:

Please fill in all details requested, you will not be permitted to apply any post until your profile is completed fully.

Here are some notes for completing the form accurately:

### Experience:

Resource experience can be inserted into Tutor/Instructor Experience section. Please indicate the title of post held in the first field of this section e.g. Resource Person, Tutor of ICT, Instructor of Construction Skills etc.

If you pick "other" in subjects and levels taught to please note that you will need to insert the name of the subject e.g. communications in the box that appears to the right of the "Levels taught to" box.

You can add subjects by clicking add subject. If you taught more than one subject in the same school/centre.

### Education:

Please give as much details as possible in this section starting with your most recent qualification first.

In the fields "Specialise in" please insert all modules studied e.g. if it is a Bachelor of Arts you can insert, English, Sociology, Politics in the specialise in field.

### Other Accredited/Non-accredited Third level Professional Development Skills Training or Courses Attended:

In this section you can fill in any other qualifications that you have completed that were completed in or in association with a third level institution e.g. a CPD course (Starting with your most recent first).

**Courses and other training:**

In this section you can insert any other training e.g. first aid course, Data protection training etc. ran by an employer.

**Personal Declaration**

If you have current Garda Vetting, please insert the reference number in the dropdown box that appear when you click on yes.

Please ensure you tick I agree in order to progress to the next stage of your application.

If you have any queries in relation to completing the application process, please contact a member of the Recruitment team on 044 9348389.

Some positions may be subject to a shortlisting process, depending on the amount of applicants. It is important that you monitor your mail on [www.ebvacancies.ie](http://www.ebvacancies.ie) as this is where all future correspondence will be communicated regarding your application. When logging on to check your messages please make sure you log in through the LWETB logo to bring you to your LWETB portal.

If you have any queries regarding the application process you can contact [recruitment@lwetb.ie](mailto:recruitment@lwetb.ie)