



Project Officer - National Adult Literacy Agency

About the National Adult Literacy Agency

The National Adult Literacy Agency (NALA) is a charity committed to making sure people with literacy and numeracy difficulties can fully take part in society. According to the last international survey, one in six people has a literacy difficulty in Ireland. One in four people has a problem with numeracy.

Unmet adult literacy and numeracy needs have devastating consequences for individuals, communities and the economy. People at the lowest literacy and numeracy levels earn less income, have poorer health and are more likely to be unemployed.

Since we were set up by volunteers in 1980, we have been a leading campaigning and lobbying force on adult literacy issues. We have been involved in national policy, tutor training and teaching resources, research and campaigns to support people with literacy and numeracy difficulties. See www.nala.ie for more information.

NALA works closely with a range of organisations to help them implement strategies that will improve the literacy, numeracy and digital skills of adults. Our work in this area involves integrating literacy and numeracy development into vocational courses and training. This helps to ensure that people who want to take up education and training programmes are not excluded or do not drop out because of the literacy demands of a course. Workshops, seminars, webinars and videos are delivered to practitioners in further education and training.

NALA is currently recruiting for the role of Project Officer. This is an exciting 3 year project concerned with designing and testing a tech solution to encourage more people to take up a basic education course. The successful candidate will be responsible for the development and testing of an online skills checking tool while also managing key stakeholder relationships. In addition, he/she will support the project manager in planning and managing the project and keep up to date with emerging innovative and educational technologies.

We are looking for a motivated, energetic and innovative team player to join our organisation to help us achieve our vision.

The successful applicant will possess:

- Experience with development and testing of technology enhanced learning tools
- Proven track record of working with subject matter experts to develop high quality, accessible and engaging content
- Ability to build strong relationships with key stakeholders
- Proven written and verbal communication skills
- Demonstrable project management skills

For detailed job description, please see below.

To apply, please send your CV and cover letter to recruitment@nala.ie

Please add the text Project Officer Application in the subject line of your email.
Please include the names of two referees.

Closing date for all applications is Friday 24 May 2019 at 5:00pm

NALA is an equal opportunities employer

At the moment, we do not require the assistance of recruitment agencies to fill our vacancies.

Job Description
Title: Project Officer - National Adult Literacy Agency
Department: Research & Innovation
Employment Status: Full Time Full time, 35 hours a week
Reports to: Innovation Manager
Salary: €51,653 (Point 8 Administrative Officer Standard Scale)
Location: Sandford Lodge, Sandford Close, Ranelagh, Dublin 6.

Key working relationships:

CEO, Innovation Manager, Communications Manager, External Project Partners, Plain English Coordinator, Training Coordinator, QQI Coordinator, TEL Officer.

Project Title: EU Erasmus+ Project 'Check In Take Off'.

Project Aim: Identify and test a scalable approach to providing skills assessment for adults with low skills. The project will test and prototype an accessible learner-facing Skills Checker tool to help adults self-assess their basic skills.

Status of post: Two years and eight months fixed term contract.

Role outline:

1. **Develop Online Skills Checking Tool:** In collaboration with technical development partners, develop a Skills Checker tool that enables a user to carry out an initial assessment of their literacy, numeracy and digital skills and orientate them, in a clear and simple manner to their options regarding a flexible learning opportunity as well as a pathway to recognition of their prior basic skills.
 - Understand, develop and utilize existing technology enhanced learning opportunities to assess of adults with literacy, numeracy and digital needs.
 - Work with subject matter experts to develop high quality, accessible and engaging content to assess skills.
 - Manage, develop and support the design of the assessment tool and supporting videos, info-graphics and other resource materials.
 - Align development of assessment with national standards and learning opportunities.
2. **Test Skills Checking Tool:**
 - Prepare assessment tool for testing and analysis with identified stakeholders.
 - Work with research partners in the dissemination of trials and experiments.
 - Analyse feedback from testing phase and use it to inform updates and improvements to the tool
3. **Manage Stakeholders:** Develop and manage relationships with stakeholders:
 - Communicate updates (email, phone, meetings and presentations).
 - Coordinate training and dissemination to stakeholders with research partners
4. Support the project manager (Innovation Manager) in planning and managing the project.
5. Keep up to date with emerging and innovative educational technologies.
6. **Completing other tasks such as:**
 - providing regular updates to key NALA staff;
 - providing data and statistical evidence;
 - preparing and delivering training and presentations;
 - liaising with NALA staff; and

- Other duties as assigned.

Key elements:

- **Technical skills:** research and analysis skills, experience of using technology to enhance learning and assess skills.
- **Problem-solving skills:** experience of using research, innovation and communication to solve project problems.
- **Interpersonal skills:** the ability to collaborate and communicate effectively and professionally with individuals, groups and to the wider public.
- **Organizational skills:** excellent time management and project coordination skills.

Recruitment process

The National Adult Literacy Agency (NALA) is recruiting for this position.

How to Apply

Applicants should email a CV and cover letter with the names of two referees to recruitment@nala.ie (NALA will not contact your referees without asking you first) Please include the text – Application for Project Officer in the subject line of your email.

Closing Date

The closing date for receipt of applications is **5pm Friday 24 May 2019**. All applications will be acknowledged. If you do not receive an acknowledgement within 5 days of applying please email recruitment@nala.ie

Requirements, knowledge, skills and experience

Candidates should clearly demonstrate how they meet the requirements of the post as set out in the criteria.

Health

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. The successful candidate will be subject to a pre-employment medical check.

Selection Process

The selection process may include the shortlisting of candidates on the basis of the CV and will include an interview.

Shortlisting

A shortlisting process will involve a panel that will select candidates for interview who, based on an examination of the CV and assessed against the requirements and skills required, appear to be the most suitable for the position. Candidates who are shortlisted will be called for interview by a panel. The interview will focus how the candidate meets the requirements and skills of the post and their career and experience to date

Note: Candidates will be notified of interview dates and arrangements at the earliest opportunity. The onus will be on candidates to make themselves available for interview as advised.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview as required or who do not, when requested, furnish such evidence, as the National Adult Literacy Agency requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidate Feedback

Feedback will be provided on written request.

Confidentiality

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts, 1988 and 2003 and GDPR 2018.

Candidates should note canvassing will disqualify.

Summary of conditions of service

Pay

Candidates should note that the salary for this role is **€51,653**, which is point 8 on the administrative officer scale.

Tenure and probation

This role is for a fixed term of two years and eight months.

A probationary period of 6 months must be served from the date of appointment.

Duties

The officer will be required to perform any duties appropriate to the position which may be assigned from time to time. The position is full time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of their duties.

Headquarters

The post will be located in the National Adult Literacy Agency, Sandford Lodge, Sandford Close, Dublin 6.

Hours of attendance

Hours of attendance will amount, on average, to not less than 35 hours per week.

Annual Leave

Annual leave will be 22 days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.