

Irish Deaf Society: Further Education & Training Quality Assurance Support Officer (Part Time) **(<https://www.activelink.ie/node/109375>)**



Further Education and Training (FET) Quality Assurance Support Officer

Hours: Part time, 21 hours per week

Term: Permanent contract subject to probation

Salary: Starting salary from €30,000 per annum pro rata (subject to experience)

Supported by: Further Education and Training management

Starting Date: ASAP or 19th August (subject to notice and availability of successful candidate)

Location: Irish Deaf Society, Deaf Village Ireland, Dublin 7 / Hybrid

Application Deadline: 5pm, Wednesday, 24th July 2024

Interview: Wednesday 7th August 2024

<https://www.irishdeafsociety.ie/about/careers/> (<https://www.irishdeafsociety.ie/about/careers/>)

Role Description

Overview of the Job

The Irish Deaf Society (IDS) are hiring a part-time Further Education and Training (FET) Quality Assurance Support Officer (FET QA Support Officer) to continue assisting with the design, development, and implementation of our FET QA Systems.

Under the guidance of the IDS Quality Assurance Manager, the QA Support Officer will be leading the development, review, and documentation of QA policies and procedures.

The Support Officer will play a leading role in the revalidation of existing courses and the validation of new courses.

The successful candidate will be expected to assist our educational team on QA matters relating to both accredited and non-accredited training.

We are looking for someone with a proactive approach to their work, who is communicative, flexible and committed, and who has the ability to work independently as well as part of a team.

The successful candidate will work in the Deaf community, demonstrating an appreciation and respect for Deaf culture and Irish Sign Language.

Duties and responsibilities

The QA Support Officer will be required to:

- Review and Develop guidelines and resources to support FET training quality assurance policies and procedures and engagement with QQI
- Develop and implement suitable quality assurance policies, procedures, reporting and documentation.
- Manage administration and documentation associated with a QQI provider engagement, programme validations, and certification submissions.
- Attend meetings and represent IDS FET on internal and external committees, working groups or other mediums as required.
- Report on progress for agreed projects and initiatives to FET Management Team and Quality Assurance Working

Group.

- Perform other duties consistent with this role, as required.

Candidate profile

Candidates should be able to demonstrate some or all of the following attributes in terms of knowledge, experience and working style.

Candidates will:

- Have experience in quality assurance in a further education and training or higher education environment.
- Be familiar with Quality and Qualifications Ireland (QQI) National Framework of Qualifications.
- Demonstrate a good knowledge of QQI provider systems and programme validation.
- Demonstrate a good understanding of QA in Further Education settings particularly in relation to policy or procedure development and review.
- Be IT proficient with strong skills in Office Productivity Tools (e.g., MS Office) and collaboration and training tools such as MS Teams / Zoom and similar modern office solutions.
- Have experience managing relationships with external organisations and stakeholders
- Be an experienced administrator, highly organized, accurate and with strong attention to detail.
- Have enthusiasm for new developments and will strive to implement these changes effectively.
- Be able to work to deadlines and measurable objectives.
- Have a proven ability to work under their own initiative, and as part of a team.

Submitting your Cover letter and CV

Please send a cover letter (save as either word or PFD documents) explaining why you are suitable for the role with your CV by email to jobs@irishdeafsociety.ie (<mailto:jobs@irishdeafsociety.ie>) by **5pm, Wednesday 24th July 2024**. Please make sure to add “*FET Quality Assurance Support Officer*” in the subject field of your email.

Interviews will be on Wednesday 7th August 2024

If you are unable to attend for interview on this date, please state so clearly in your email.

You can find out more about the **Irish Deaf Society** at:

- www.deaf.ie (<http://www.deaf.ie>)
- www.facebook.com/IrishDeafSociety (<http://www.facebook.com/IrishDeafSociety>)
- www.twitter.com/IrishDeafSoc (<http://www.twitter.com/IrishDeafSoc>)

Region

Dublin 7 / Hybrid

Date Entered/Updated

5th Jul, 2024

Expiry Date

24th Jul, 2024

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