

Galway Roscommon Education & Training Board: Adult Education Guidance Counsellor **(<https://www.activelink.ie/node/110770>)**

Adult Education Guidance Counsellor

Job Description

Immediate Vacancies:

1 Permanent Post

1 Temporary Post (2 Year Contract)

Nature of the Posts:

The Adult Education Guidance Counsellor positions are full time permanent and fixed term posts. A Panel for any further full time/part time temporary and permanent Guidance Counsellor positions that arise may be created.

Qualifications, Experience and Personal Qualifies/Skills:

Essential Qualifications:

A primary degree and a Post Graduate Diploma in Careers Guidance or Careers Guidance and Counselling or a Masters of Education (Guidance) or a Master of Science in Counselling or equivalent post graduate qualification recognised by the Irish Association of Counselling and Psychotherapy or the Institute of Guidance Counsellors.

Essential Experiences:

- Experience of delivering educational guidance to adults is desirable.
- Experience in adult/further education and training, teaching, employment service, youth work, community development or social science is essential.
- Irish language skills are desirable;
- Knowledge of learning, training and employment opportunities and the range of services/supports available to the client target groups.
- Ability to liaise with and to establish good relationships with a wide range of clients, agencies and staff.

Essential Personal Qualities/Skills:

- An understanding of the needs of the diverse target groups.
- Be highly conscientious and committed to the highest standards of professional service
- Be caring and motivated by the best interests of the clients.
- Have excellent listening skills.
- Demonstrate sensitivity and empathy.
- A genuine commitment to a person centred, non-judgemental and holistic approach to working with clients.
- Commitment to improving access to educational opportunities and progression for all adults.
- Proven communication and presentation skills both orally and in writing to a wide range of recipients.
- ICT skills for preparation of word document and use of the Adult Guidance Management System, OFFICE and 365 programmes, Microsoft Teams, ZOOM and research on the Internet.
- Organisational skills and the ability to manage own workload with the minimum of supervision.
- Ability to maintain effective client records and operate within boundaries of confidentiality and General Data Protection Regulations.
- Ability to maintain effective project management and evaluation records and procedures.
- Ability to work as a member of team and on own initiative and to operate flexibly in a range of tasks and duties

- Due to the large geographical area covered by GRETB the successful candidate will require to hold a full driving licence and have access to transport as the post may involve travel and to work flexibly outside of normal working hours as required.

Duties & Responsibilities:

The successful candidate will be required to work in the geographical areas of Galway and Roscommon. The post-holder will report to the Adult Guidance Coordinator/Counsellor.

- To develop and deliver a programme of guidance provision to individuals and groups which supports the aims and objectives of the GRETB Adult Guidance and Information Service, under the direction of the Adult Guidance Coordinator/Counsellor or Chief Executive/Director of FET/AEO.
- To establish effective links with relevant agencies from the statutory, voluntary and community sectors to exchange information, develop partnership working and support client progression.
- To contribute to the development and implementation of a quality and evaluation framework and to the strategic development of the Service.
- To participate in appropriate continuous professional development and training as agreed with Guidance Coordinator/Counsellor.

Main Duties

1. To develop and deliver a programme of guidance and information provision to individuals and groups which supports the aims and objectives of the GRETB Adult Guidance and Information Service, under the direction of the Adult Guidance Coordinator/Counsellor or Chief Executive/Director of FET/AEO.

- deliver an appropriate range of guidance service provision which includes information, advice, support, guidance and counselling to clients.
- undertake assessment, action planning and progress review with clients.
- operate effective client referral procedures, internally and externally.
- contribute to the provision of sources of information on appropriate learning, training and employment to clients and associated client support, such as funding, childcare etc.
- maintain accurate records and client documents within the boundaries of confidentiality and in accordance with General Data Protection Regulations.
- to provide support and advice in the field of guidance and counselling to staff in GRETB and Further Education and Training centres and support the development of an integrated curriculum of learning, guidance and progression.
- to assist in the management of resources, e.g. financial, premises, materials, personnel etc as appropriate, relevant to the needs of the Service.
- any other duties appropriate to the needs of the Service as may be assigned by the Adult Guidance Coordinator/Counsellor or CE/Director of FET/AEO for the effective and efficient management of resources.

2. To establish effective links with relevant agencies from the statutory, voluntary and community sectors to exchange information, develop partnership working and support client progression.

- establish and maintain links with local and national learning and training providers, agencies who offer support to clients and other guidance projects and employers.
- participate in local and national networks, partnerships and committees as appropriate.
- contribute to presentations, events, training and conferences with other agencies as required.
- to share good practice from the sector and supporting the mainstreaming of relevant lessons into national policy and practice.
- to act in a representative capacity, if required, on matters relating to adult guidance counselling.
- identify and report on gaps in guidance service provision and learning/training provision.
- contribute to marketing activities and contribute to the production of publicity materials.
- undertake appropriate activities to publicise and market the service.

3. To contribute to the development and implementation of a quality and evaluation framework and to the strategic development of the project.

- maintain required records in accordance with General Data Protection Regulations. to contribute to monitoring, research, client tracking and client feedback
- contribute as required to the ongoing monitoring, review and evaluation of the service delivery and development.
- contribute to the identification of gaps in provision and methods of delivery which can inform developments.
- prepare regular activity reports and submissions in consultation with the Adult Guidance Coordinator/Counsellor or CE/Director of FET/AEO as appropriate.
- participate in the planning of service delivery to agreed client groups and agencies.

4. **To participate in appropriate continuous professional development and training as agreed with the project management.**

- undertake agreed staff development and training identified to ensure competent performance of duties.
- maintain awareness of ongoing developments at local and national level.
- To engage with the ETB performance management and development appraisal process
- review practice and performance with the support of a caseload supervisor.

Terms & Conditions of Employment:

Salary

As per Department of Education guidelines, **new appointees who are entering this grade for the first time will start at the minimum point of the scale**, however incremental credit may apply, if, immediately prior to appointment the appointee is already a service Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy. ***The salary is not subject to negotiation.***

New Entrants: €46,432 - €72,544

Non New Entrants: €51,138 - €72,544

Hours of Attendance

Guidance Counsellors should work for 35 hours per week. Attendance should be at such times as necessary for the delivery of the GRET B Adult Guidance and Information Service. Attendance outside of normal hours will be by prior agreement with the Adult Guidance Coordinator/CE/Director of FET/AEO of the ETB, and will be offset against normal hours' attendance.

Annual Leave

Guidance Counsellors shall have 35 days annual leave, excluding public holidays. Annual leave shall be taken in accordance with the needs of the GRET B Adult Guidance and Information Service, and will be determined by Adult Guidance Coordinator/CE/Director of FET/AEO of the ETB.

How to Apply

Completed application form must be submitted online by **12 noon, Monday, 23rd September 2024.**

Application Process/Apply for the position: All particulars of post and online application process can be found on the GRET B website:

<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6003> (<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6003>)

Contact details : All job queries can be submitted to recruitment@gretb.ie (<mailto:recruitment@gretb.ie>).

Region

Galway Roscommon area

Date Entered/Updated

9th Sep, 2024

Expiry Date

23rd Sep, 2024

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