

JOB DESCRIPTION

Adult Literacy Coordinator (maternity leave cover)

Advertised February 2026



SUMMARY OF ROLE AND RESPONSIBILITIES

The Adult Literacy Coordinator will be part of a small national office team and will be responsible for supporting the development of our adult services in line with the organisation's goals. This role will involve the development of evidence-based literacy support for dyslexic adults, as well as training to be delivered across the Adult Education sector (including FE, HE and Community Education) and in the Employment/Workplace sector. The post-holder will have a focus on adult literacy and on assistive technology and how these can support people with dyslexia and literacy difficulties in education and at work.

Key duties include:

- Developing literacy support resources and training for adults with dyslexia.
- Ongoing development and delivery of training to FET and adult education tutors on how they can identify and support the needs of dyslexic learners in relation to literacy.
- Dealing with specialist information enquiries re adult dyslexia and adult literacy.
- Keeping abreast of developments in assistive technology beneficial to people with dyslexia, including the development and delivery of training resources on assistive technology helpful to address the literacy difficulties experience by dyslexic adults.
- Producing periodic activity/progress reports for management, as required.
- Contributing articles to internal and external publications, as required.
- Engaging in partnership and collaborative work with other organisations as directed, to help further the overall aims of Dyslexia Ireland.
- Keeping abreast of current changes to policy and legislation which may impact dyslexic adults at work and/or in education settings.
- Representing the organisation at relevant conferences including delivering presentations on the work of Dyslexia Ireland with regards to adult dyslexia and adult literacy.
- Actively protecting Dyslexia Ireland's integrity through honesty, sincerity and service to its members whilst promoting nationally the benefits of association with Dyslexia Ireland.
- Participating in performance management processes, and related development activities, relevant to the role.
- Undertaking any other duties as may reasonably be assigned by the CEO or senior management, from time to time.

Person Specification

- Knowledge of teaching literacy to adults and an understanding of the science of reading and evidence-based literacy instruction is essential for this role.
- A degree (Level 8 minimum) in a relevant education discipline (adult and community education, teaching, adult literacy, training and development for adults, special education needs teaching) OR educated to degree standard with substantial work experience in the listed areas.
- Relevant work experience in adult literacy, adult and community education, and training for adults in FE or HE.
- Knowledge and experience of supporting adults with dyslexia, and other learning differences.
- Knowledge of assistive technology, especially in relation to dyslexia.
- Experience delivering training, both in-person and online.
- Experience developing information resources including videos and online content.
- An understanding of disability policy, reasonable accommodations policy and the principles of universal design in relation to education and the workplace.
- An awareness of social justice issues in relation to education.
- Experience delivering training seminars to various audiences, including educators and employers.
- Project management experience.

Personal Attributes

In addition to the requirements under the Person Specification, the successful candidate should possess the following skills and personal characteristics:

- Excellent listening and communication skills (spoken and written).
- Good problem-solving and organisational skills.
- Good technology skills and willingness to learn.
- Open to reflective learning and development.
- A self-starter with the ability to work on one's own initiative, as well as in a team.
- Willingness to travel nationwide in order to perform some of the duties associated with the role, with occasional work outside normal office hours (a time-off-in-lieu system is in operation).

TERMS

- This will be a six-month contract to cover a maternity leave, which may extend to 10 months.
- A three-month probationary period will apply.
- Part-time 0.6 FTE (21 hours/3 days per week), with flexible working opportunities.
- Based in Dublin city-centre office, as well as with remote/home working.

- Salary rate: €40-44k per annum (full time rate) depending on experience. Pro rata for this 0.6 FTE post, this will mean a rate of €24 to €26.4k per annum.
- This position is subject to Garda Vetting and reference checks.

APPLICATION PROCESS

Candidates wishing to apply for this post should email their CV, and a cover letter outlining their suitability for the role (how they meet the Person Specification) to: Rosie Bissett, CEO at ceo@dyslexia.ie

KEY DATES:

- The closing date for applications is **12 noon on February 27th, 2026**.
- Interviews with shortlisted candidates will be held in early March.
- Start date late March 2026.

Address: Dyslexia Ireland, Office Suite, Block B,
107-110 The Windmill, Windmill Lane, Dublin D02E170.

Telephone: 01 8776001

Website: www.dyslexia.ie

- All applicants must have the legal right to work in Ireland.
- The successful candidate will be asked to start work as soon as possible.
- Dyslexia Ireland is an equal opportunities employer.
- If you have any additional needs, please let us know so we can discuss any reasonable accommodations you may require.
- All data as part of this recruitment process will be treated confidentially and in line with GDPR.