



Education Co-ordinator

Information Pack
For Applicants

Tallaght Probation Project
Courthouse Square, Westpark, Tallaght, Dublin 24
Phone: (01) 4270600
e-mail: project@deonach.ie



Background Information

DEONACH (Tallaght Probation Project) is a community-based voluntary/charity that supports participants to reduce the frequency and gravity of their offending and transition towards safe, successful and fulfilling lives in their communities. Deonach helps people to stabilise their lives, adopt a pro-social lifestyle, and build their personal capacity to progress towards their goals in a sustainable way. The Project has grown significantly since its establishment in 1995, to a point where it now provides a broad range of services from its premises in Tallaght.

DEONACH is a company with charitable status. It is primarily funded by the Probation Service, with additional support from Dublin Dun Laoghaire ETB. The Management Committee is made up of volunteers and individuals from a range of statutory and voluntary organisations that represent the diverse needs of participants. Deonach works in close partnership with the Probation Service and other agencies to best meet the presenting needs of participants and the community.

The Project provides a service to two distinct target groups:

- (a) Young people (aged 15-18 and 18-25) who are subject to a Probation Order.
- (b) Adults: The majority are subject to a probation order or have been involved in offending behaviour. There is no upper age limit, participants typically range in age from 18 to 45 years.

Overview of DEONACH

Our Priorities

- Create a safe and supportive learning environment for all participants and staff.
- Develop desistance programmes and early intervention programmes that facilitate the participants to explore the impact of their offending on the victim, their community and themselves
- To develop and deliver relevant education and training and social enterprises designed to be self-sustaining funding models which create opportunities for employment and other meaningful activity and social re-integration
- To undertake restorative and reparative programmes for community engagement and re-integration
- Create and nurture strategic partnerships which allow more effective and efficient use of resources and opportunity to achieve our Purpose.

**Role Description:**

The Education Co-ordinator will oversee and work in the development and delivery of education and developmental programmes for learners in Deonach.

At Deonach we deliver programmes at QQI Level 3 & 4. It is essential that the successful candidate have the skills and commitment to work with our target group, to support the personal and educational development of our learners.

The Education Co-ordinator will drive Deonach's Strategic Education and Training Pillar 2023-2026

- Manage all Education and Training programmes in line with the Employability Skills Programme
- Line Management of five tutors
- Planning and development of the training programme in collaboration with the team.
- Curriculum development and oversight of existing QQI programmes
- Development of operational plans, annual term and term reviews
- Manage the intake and registration of learners in PLSS and Fetch systems
- Develop education and training plans and progressions with learners
- Strategic development of immediate and long-term vision/plan for the training service
- Manage CRM systems for the documentation and recording of the training programmes.
- Supervise timetables and daily operations in collaboration with operations managers in YPP and Adult teams.
- Manage timetabling, rotas and class groups
- Working in close collaboration with General Manager, Manager of Adult Programme, Manager of Young Peoples Programme to progress and develop education and training opportunities for learners.
- Monitoring learners' progressions and achievements of targets that have been projected for each term.
- Ability to deliver one or more of the following QQI – Customer Service, Mathematics, Personal Effectiveness, Computer Literacy, Internet Skills and Career Preparation.
- Reviewing QQI modules – working with tutors to ensure LO's relate to learners needs.

Candidate Profile

- A relevant teaching qualification - Teacher Council registration
- Management experience and leading development
- A minimum of 3 years relevant experience working with vulnerable and at-risk young people and adults.
- A relevant pedagogical training – Train the Trainer Level 6 or previous teacher qualification
- Experience of delivery creative educational programme
- Competent and confident to deliver educational programme at level 3, 4, 5 on the national framework of qualification



- Knowledge of child protection legislation and associated procedures. Must have up to date child protection training and/or willing to complete training in line with Deonach's Child Protection Safeguarding Policies and Procedures.
- Ability to build a rapport with, young people and adults to build and maintain a constructive working relationship with learners and staff team.
- Experience of delivering creative and innovative programmes which support people in their development and their transition away from offending to a pro-social lifestyle
- An understanding of offending behaviour and strategies to change such behaviour.
- Ability to work with people at risk within good practice guidelines.
- Be an enthusiastic self-starter and team player who works well with others.
- A flexible and creative approach.
- Ability to maintain records and write reports.
- Strong administration, communication, presentation and a proficiency in IT Skills

Terms and Conditions of Employment

Salary Scale: The starting salary for this post will be within the range of €48,000 gross per annum dependent on qualifications, experience, skills and attributes.

Contractual basis: The post is offered on a One-year fixed term contract basis and is subject to a probationary period.

Holiday entitlement: 25 Days per annum, Good Friday and an additional 2 days at Christmas.

Application Process

Application is by way of Curriculum Vitae (3 pages max) and a covering letter outlining suitability for the post. Please do not submit any additional material. All applications should be addressed to the Manager,

Applications can be posted to DEONACH Tallaght Probation Project, Courthouse Square, Westpark, Tallaght, Dublin, D24XR27 or sent by e-mail to: project@deonach.ie

All applications must be received **5pm Friday 21st March 2025**
Late applications will not be considered.

Applications will be shortlisted, and Interview will be April 2025.
DEONACH is an equal opportunities employer.

If you wish to discuss any aspect of this post further, please do not hesitate to contact Olive at
(01) 4270600