

ADVERT ID 146732

## General

### Irish Deaf Society Further Education and Training

Deaf Village Ireland Cabra  
<https://www.deaf.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Higher & Further Education  
**Date Posted:** Thu Feb 11 2021  
**Application Closing Date:** Wed Feb 24 2021  
**Commencement Date:** Mon Mar 22 2021  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:**  
FET Quality Assurance Support Officer

**Description:**  
Hours: Part time, 20 hours per week

Term: Fixed term contract for 12 months with possibility of extension subject to funding.

Salary: Negotiable, depending on experience

Supported by: Further Education and Training management

Starting Date: ASAP or 22nd March (subject to notice and availability of successful candidate)

Location: Work Remotely

Interviews: Tuesday 9th and Wednesday 10th March

#### Role Description

##### Overview of the Job

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

A key objective for IDS is to complete the Quality and Qualifications Ireland (QQI) provider reengagement process. The QA Support Office will play a significant role in assisting with this effort.

Under the guidance of the IDS Quality Assurance Manager, the QA Support Officer will be responsible for 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 who has a proactive approach to their work, who is communicative, flexible and committed, with the ability to work alone as well as part of a team.

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

#### Duties and responsibilities

The Training QA Support Officer will be required to:

Review and Develop guidelines and resources to support FET training quality assurance policies and procedures and re-engagement with QQI

Develop and implement suitable quality assurance policies, procedures, reporting and documentation.

Manage administration and documentation associated with QQI provider reengagement, 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 reengagement 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 PDF documents) explaining why you are suitable for the role with your CV by email to [jobs@irishdeaf society.ie](mailto:jobs@irishdeaf society.ie) by the end of the day on Wednesday 24th February, please make sure to add "FET Quality Assurance Support Officer" in the subject field of your email.

Interviews will be on Tuesday 9th and Wednesday 10th March.

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](https://www.facebook.com/IrishDeafSociety)

[www.twitter.com/IrishDeafSoc](https://www.twitter.com/IrishDeafSoc)

## APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

- Email

### APPLY TO THIS JOB VACANCY

**Apply To:** Deaf Village Ireland  
Cabra

**County:** Dublin

**Postal District:** Dublin 7

**Enquiries To:** [jobs@irishdeafsociety.ie](mailto:jobs@irishdeafsociety.ie)  
086 380 7033

**Website:** <https://www.deaf.ie>

**Further Information:** <https://irishdeafsociety.ie/jobs>

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