

ADVERT ID 246561

General

An Cosán

Kiltalown Village Centre Jobstown, Tallaght Dublin 24 Dublin 24 D24R3PN
<https://www.ancosan.ie>



MAIN DETAILS

Status: Active
Level: Higher & Further Education
Date Posted: Wed Nov 12 2025
Application Closing Date: Fri Nov 28 2025
Status of Post: Fixed-term
Number of Vacancies: 1

POST DETAILS

Title:
Adult Community Education (ACE) Programme Development Officer

Description:
An Cosán (Irish for "The Path") is Ireland's largest community education organisation. Our mission is to promote social equality and end poverty through community-based adult education, early years education, wraparound services, and social enterprise development. Since 1986, we have supported over 21,000 people to reach new pathways to empowerment.

We are seeking an Adult Community Education (ACE) Programme Development Officer to join our team in Jobstown, Tallaght (Dublin 24). The postholder will support the development, coordination, and delivery of adult education programmes, ensuring high-quality, inclusive learning opportunities for adult learners in underserved communities.

Key Responsibilities:
Lead the design, implementation, and review of programme quality assurance processes across Further and Higher Education.

Support policy updates, project development, and management of bursary and funding initiatives.

Assist the ACE Manager in programme delivery and learner support, collaborating with tutors, partners, and stakeholders.

Promote a collaborative, solutions-focused team culture.

This is a fixed-term, three-year contract based in Jobstown, with flexible working arrangements (minimum three days per week on site). Salary is commensurate with experience.

Application Process:
Submit a CV and cover letter (max. 2 pages) outlining your motivation, relevant experience, availability preferences, and salary expectations. Include two professional referees (one must be your current/recent employer). Applications in Word or PDF format should be sent to a.niccharthaigh@ancosan.ie with the subject "ACE Programme Development Officer".

APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter
- References
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: An Cosán
Kiltalown Village Centre
Jobstown, Tallaght
Dublin 24
D24R3PN

County: Dublin

Postal District: Dublin 24

Enquiries To: a.niccharthaigh@ancosan.ie

Website: <https://www.ancosan.ie>

Further Information: <https://www.ancosan.ie/wp-content/uploads/2025/11/ACE-Development-Officer-November-2025.pdf>

Application Form: [Final - ACE Development Officer \(1\).pdf](#)

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