

Job Description Adult Educator	
Post Type:	Adult Educator – Mount Lucas
Responsible to:	Service Manager/Further Education Training Manager/Director of Further Education and Training/Chief Executive
Hours of work:	<p>Adult Educator will work 35 hours per week in a flexible manner that may include evening and other times, in accordance with programme requirements.</p> <p>(20 class contact hours per week, with 45 minutes non-contact time for each additional contact hour worked)</p>
Salary Scale:	€38,283 - €68,835
Contract	2 Years Fixed Term Contract
Location:	National Construction Training Campus
Date of issue:	June 2026
Job Summary/ Purpose:	<p>The Adult Educator will be responsible for the development, coordination, and delivery of a number of Machinery related training courses. This will include but not be limited to CSCS, Recognition of Prior Qualifications, UK Changeover programme, Health, Safety and Environmental Test.</p> <p>The Adult Educator may also be required to contribute to the delivery of other Machinery based training programmes as part of LOETB's education provision.</p>

Duties:

- Deliver programmes to a diverse range of Construction workers across different backgrounds and expectations, adapting content to ensure it is relevant, practical and responsive to their needs
- Deliver high-quality classroom-based and practical construction training to learners.
- Monitor learner progress and provide guidance, mentoring, and academic support.
- Support learners in developing practical, employability, and transferable skills relevant to the construction sector.
- Build and maintain relationships with LOETB construction stakeholders, local construction businesses, and industry to support programme relevance and work placement opportunities.
- Ensure programme delivery complies with QQI quality assurance policies and procedures.
- Contribute to programme validation, quality assurance, and continuous improvement processes.
- Participate in programme review, internal verification, and external authentication processes.
- Maintain compliance with health and safety standards, particularly in relation to construction and machinery activities.
- Maintain accurate records of attendance, assessments, and learner progress in accordance with organisational procedures.
- Assist in the collation of information as required, e.g. for QQI, FARR, PLSS, SOLAS, DFHERIS
- Participate in team meetings, professional development, and programme planning activities.
- Contribute to promotion and recruitment activities for construction programmes.
- Undertake additional duties as required in support of LOETB's education and training objectives

<p>Skills and Competencies</p> <ul style="list-style-type: none"> • Ability to design and deliver engaging training programmes combining classroom learning and practical demonstration. • Ability to adapt learning materials and teaching approaches to suit diverse learner needs and backgrounds. 		
<ul style="list-style-type: none"> • Ability to assess learner performance and provide constructive feedback. • Strong organisational and planning skills, including programme coordination and record keeping. • Ability to build relationships with LOETB construction stakeholders, local construction businesses, and industry. • Strong teamwork skills and the ability to work collaboratively with colleagues and external partners. • Strong communication and interpersonal skills, with the ability to relate effectively to construction communities and adult learners. • Excellent IT Skills <p>Personal Attributes</p> <ul style="list-style-type: none"> • Commitment to learner-centred and inclusive education • Have empathy with and positive regard for all learners • Ability to engage effectively with farm families and rural communities • Commitment to continuous professional development • Be self-motivated and creative <p>Flexibility / Other Requirements</p> <ul style="list-style-type: none"> • Flexibility and willingness to work evenings/weekends or varied hours as required by programme delivery • Available and willing to plan and take part in extra curricula activities 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	

Competencies required:

A number of key competencies have been identified as being essential for the effective performance of the role and function of the Adult Educator.

- Interpersonal and Communication Skills
- Organization and Planning
- Assessment and Records
- Specialist Knowledge / Technical Expertise

Interpersonal and Communication Skills: Engage and communicate in a professional and appropriate manner with all stakeholders.

Organisation and Planning: Demonstrates the ability to plan and prioritise the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives despite multiple or conflicting demands.

Assessment and Records: Assess student work, development and progression and maintain records regarding attendance and achievement in accordance with statutory requirements.

Self-Awareness and Self-management Skills: Is self-aware and has the capacity to self-manage and develop personally and professionally.