

Job Description –Adult Education Guidance Counsellor

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Post Type:	Adult Education Guidance Counsellor – Permanent Post
Reporting to:	The person appointed will be responsible to the Adult Education Guidance Co-ordinator/FET Manager/Director of FET
Nature of Post:	The Adult Education Guidance Counsellor will work 35 hours per week in a flexible manner that may include evenings and other times, in accordance with centre/service needs.
Place of Work:	LOETB Information and Guidance Hub, High Street, Tullamore
Salary Scale:	Pre 2011 €54,279 - €76,999 Post 2011 €49,400 - €76,999
Annual Leave:	35 days
Date of issue:	23 rd June 2026

Duties:

The duties of the post will include, under the direction of the Adult Education Guidance Co-ordinator/FET Manager/Director of FET of Laois and Offaly ETB:

- To provide guidance, counselling and information services to individual clients and to groups, and provide referral services to other agencies as appropriate.
- To provide support and advice in the field of guidance and counselling to learners and staff in Further Education and Training Centres, and support the development of an integrated curriculum of learning, guidance and progression.
- To provide an outreach service to FET Centres within the catchment area of Offaly
- To broker services with educational bodies and other institutions as emerging client needs are identified
- To share good practice from the sector and supporting the mainstreaming of relevant lessons into national policy and practice.
- To act in a representative capacity if required on matters relating to adult educational guidance
- To assist in the management of resources, e.g. financial, premises, materials, personnel etc. as appropriate, relevant to the needs of the local programme.
- To keep records and prepare reports and submissions in consultation with the Adult Education Guidance Co-ordinator/FET Manager/Director of FET.

- Any other duties appropriate to the needs of the local scheme as may be assigned by the Adult Education Guidance Co-ordinator/FET Manager/Director of FET for the effective and efficient management of resources.

Personal specification – Qualifications, Knowledge, Experience & Skills	Essential	Desirable
A Post Graduate Diploma in Career Guidance or Career Guidance and Counselling or a Masters of Education (Guidance) or a Master of Science in Counselling or equivalent post graduate qualification recognised by the Irish Association of Counselling and Psychotherapy or the Institute of Guidance Counsellors.	*	
An understanding of the needs of the target groups.	*	
A genuine commitment to a person-centred and holistic approach to working with clients.	*	
Commitment to improving access to further education and training opportunities and progression for all adults.	*	
Knowledge of learning, training and employment opportunities and the range of services/support available to the client target groups.	*	
Ability to liaise with and to establish good relationships with a wide range of clients, agencies and staff.	*	
Proven communication and presentation skills both orally and in writing to a wide range of recipients.	*	
ICT skills for preparation of word and excel documents and use of client database.	*	
Organisational skills and the ability to manage own workload with the minimum of supervision.	*	
Ability to maintain effective client records and operate within confidentiality boundaries.	*	
Ability to work as a member of a team and on own initiative.		*
Ability to operate flexibly in a range of tasks.		*
Full driving licence and access to a car.		*

<p>In addition, the following are desirable criteria</p> <p>Experience in adult/further education and training, teaching, employment service, youth work, community development or social science.</p> <p>Experience of delivering educational guidance to adults.</p> <p>Fluent in the Irish language</p>		<p>*</p> <p>*</p> <p>*</p>
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Competencies required:

- **Professional Knowledge** - Understands the nature of providing a quality Adult Education Guidance Service and demonstrates the skills and competencies to illustrate this.
- **Professional Practice**- Understands the nature of providing a quality Adult Education Guidance Service and demonstrates the skills and competencies to illustrate this.
- **Communication and Relationship Building** - Establishes effective communication and engagement to ensure positive and meaningful working relationships with management, colleagues, clients, agencies and wider community.
- **Self-Awareness and Self-Management Skills**- Is self-aware and has the capacity to self-manage and develop personally and professionally.

Terms & Conditions of Appointment

- The appointment will be subject to the sanction of the Chief Executive.
- The appointment will have a probationary period, details of which will be stipulated in the contract of employment.
- Any offer will be subject to the receipt of two satisfactory references.
- Appointment is to Laois & Offaly ETB as a whole, not to a particular centre. LOETB reserves the right to transfer Officers as the needs of the scheme dictates.
- The person appointed to the post will be required to contribute to the relevant Superannuation Scheme.
- For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at LOETB's expense, a medical examination by a qualified practitioner nominated by LOETB.
- Extern work may not be undertaken without the prior consent of LOETB

Sick Leave and Special Leave

Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards.

Garda Vetting

Laois & Offaly ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the Board's recruitment and selection process, offers of employment to all posts will be subject to NVU disclosures, where applicable. LOETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.

Superannuation & Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are updated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education Early Retirement Scheme for Teachers Circular 10/2007

The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease.

Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

Exclusions

Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition:

Incentivised Scheme for Early Retirement (ISER): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the *same employment or the same sector*. Therefore, such retirees may not apply for this position;

Department of Health and Children Circular (7/2010): The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for reemployment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition.

Ill Health Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.