

Professional Development Expert in Numeracy – Information booklet

National Adult Literacy Agency

The National Adult Literacy Agency (NALA) is recruiting a part time Professional Development Expert in Numeracy.

We are looking for a motivated, energetic and results driven team player to join our organisation and help us to achieve our vision.

The Professional Development Expert in Numeracy will play an important role in a current project that supports the embedding of evidence-based learning to further support the adult literacy work done in all Education and Training Board (ETB) communities.

The ideal candidate will have at least five years' experience in supporting adults with unmet literacy, digital skills and numeracy needs in the further education sector, a relevant third level qualification in teaching and learning and experience in developing professional programmes for practitioners.

To apply for this position you must send a CV and cover letter to recruitment@nala.ie by 5pm, 9 April 2021.

The National Adult Literacy Agency is an equal opportunity employer.

At the moment, we do not require the assistance of recruitment agencies to fill our vacancies.

Summary

Title: Professional Development Numeracy Expert

Location: Work from home with onsite work where applicable.

Contract: Part-time, 8.5 hours per week

Contract duration: 12 month fixed term contract. A probationary period of 6 months will apply from the date of commencement of employment. Subject to satisfactory service and funding, NALA foresees that this contract may be extended upon the expiry of the initial 12 month contract.

Salary: €15,000 per annum.

Annual leave: 5.3 days per annum.

Application process: CV and cover letter.

Closing date: Friday 9 April 2021 at 5pm.

Questions: Email any questions to recruitment@nala.ie or call 01-4127900.

About NALA

The National Adult Literacy Agency (NALA) is a Registered Charity committed to ensuring that people with literacy and numeracy difficulties can fully take part in society. According to the last international survey, one in six people has a literacy difficulty in Ireland. One in four people has a problem with numeracy.

Unmet adult literacy and numeracy and digital needs have devastating consequences for individuals, communities and the economy. People at the lowest literacy and numeracy levels earn less income, have poorer health and are more likely to be unemployed.

Since we were set up by volunteers in 1980, we have been a leading campaigning and lobbying force on adult literacy issues. We have been involved in national policy; tutor training and teaching resources, research and campaigns to support people with literacy and numeracy difficulties. See www.nala.ie for more information.

About the role

The National Adult Literacy Agency (NALA) has been contracted by SOLAS to complete a three-year project Marking Progress, to support embedding evidence-based learning from the following three research reports the adult literacy work done in all Education and Training Board (ETB) communities.

1. Enabling Intergenerational Learning: Evidence, guidelines, recommendations and case studies from a Study of Family Literacy Practices in Irish Education and Training Boards (ETBs). The reports are available [here](#)
2. Guidelines, research and case studies on the Inclusion of People with Intellectual Disabilities in Adult Literacy Services. To be published April 2021.
3. The Development of Good Practice Guidelines for Integrated and Standalone Numeracy Provision for Adults with Low Qualification Levels. To be published April 2021.

These studies have produced rich evidence-based guidelines on inclusion in the context of Family Literacy, Numeracy and the inclusion of people with Intellectual Disabilities (ID) in the Adult Literacy Service.

NALA seeks to hire a **Professional Development Numeracy Expert** to consult on, inform, contribute to and guide NALA's Marking Progress project. This is a part time position.

Key working relationships

CEO, Innovation Manager, Literacy Innovation Worker, Professional Development Expert in Family Literacy, Professional Development Expert in Intellectual Disabilities, External Project Partners.

Essential criteria

Applicants must have at least five years' experience in supporting adults with unmet literacy, digital skills and numeracy needs in the further education sector; have experience developing both face-to-face and online professional development programmes for practitioners supporting adults in developing their literacy, numeracy and digital skills; and a relevant third level qualification in teaching and learning.

Key skills required include:

- **Interpersonal skills:** the ability to collaborate and communicate effectively and professionally with individuals, within a team, with groups and to the wider public.
- **Research and analysis skills**
- **Technical skills:** familiarity with online tools such as Microsoft Teams, Microsoft Forms, Zoom, Jam board, Genially.

- **Problem-solving skills:** experience of using research, innovation and communication to solve project problems.
- **Organisational skills:** excellent time management and project coordination skills.

Recruitment process

The National Adult Literacy Agency is recruiting for this position.

How to apply

Applicants should submit a CV and cover letter to recruitment@nala.ie.

Closing Date

The closing date for receipt of applications is 5pm Friday 9 April 2021

All applications will be acknowledged. If you do not receive an acknowledgement within 5 days of applying please email recruitment@nala.ie.

Requirements, knowledge, skills and experience

Candidates will be required to possess all the essential requirements, knowledge, skills and experience required for the position. They will be requested to demonstrate this both in the application form and, if shortlisted, by interview.

Health

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Selection process

The selection process may include the shortlisting of candidates on the basis of their CV and Cover Letter and will include an interview.

Longlisting

A longlisting process will involve a panel that will select candidates who, based on an examination of the CV and assessed against the essential requirements and personal attributes required, appear to be the most suitable for the position. Longlisted candidates will be asked to complete a role-related task.

Shortlisting

A shortlisting process will involve a panel that will select candidates for interview who, based on their completion of the role-related task, appear to be the most suitable for the position. Shortlisted candidates may be required to submit further information prior to the interview.

Interview

Candidates who are shortlisted will be called for interview by a panel. The interview will focus on how the candidate meets the essential requirements and personal attributes of the post and their career and experience to date. If required, candidates may be called for a second interview and or asked to complete a short task based test. Further information will be provided on this in advance of the interview.

Note: It is expected that interviews will be held on the week beginning 26 April 2021. Candidates will be notified of interview dates and arrangements at the earliest opportunity. The onus will be on candidates to make themselves available for interview as advised.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview as required or who do not, when requested, furnish such evidence as the National Adult Literacy Agency requires, in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidate Feedback

Feedback will be provided on written request.

Confidentiality

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts 1988 to 2018.

Candidates should note canvassing will disqualify.

Summary of conditions of service

Pay

The salary for the role is set at €15,000 per annum.

Tenure and probation

The position will be offered initially on a 12 month fixed term basis. A probationary period of 6 months will apply from the date of commencement of employment. Subject to satisfactory service and funding, NALA foresees that this contract will be extended upon the expiry of the initial 12 month contract.

Duties

The successful candidates will be required to perform any duties appropriate to the position which may be assigned from time to time. The position is part-time and the successful candidates may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Headquarters

The post will be remote with candidates working from home. There will be some requirements to attend face-to-face meetings, workshops and focus groups where necessary.

Hours of attendance

Hours of attendance will amount, on average, to not less than 8.5 hours per week.

Annual Leave

Annual leave will be 5.3 days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a one-day week and is exclusive of the usual public holidays.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.