



National Adult Literacy Agency  
Áisíneacht Náisiúnta Litearthachta do Aosáigh

## EU Projects Support Officer: Information Booklet

**The National Adult Literacy Agency (NALA) is recruiting an EU Projects Support Officer.**

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

The EU Projects Support Officer will work closely with and support the Innovation Manager in supporting, planning and managing the following 3 EU projects:

- 1. Check-In, Take-Off**, is a three year project which kicked-off in March 2019. This project involves creating an engaging online experience that supports adults with unmet digital, literacy and numeracy needs to engage in a learning experience. In 2021, NALA's role involves creating and testing a communications outreach strategy.
- 2. ABEDiLi**, a two year project which kicked off in November 2020. The project involves integrating digital literacy into adult basic education. NALA's role involves developing the Train the Trainer concept.
- 3. Professional Development Series for Basic Skills Teachers**, is a three year project which kicked off in January 2021. This project involves the development of an innovative professional development series using Open Education Resources (OERs) and Massive Open Online Courses (MOOCs). NALA's main role in this project involves integration the OERs and MOOCs into NALA's learning management system Learn with NALA.

**The ideal candidate will have:**

- 3+ years experience in a similar role with transnational projects
- a Bachelor's degree in a relevant field along with a certificate in project management.
- excellent IT skills with competency in Microsoft Office (Word, Excel, Powerpoint) along with excellent time management and project coordination skills.

- strong collaboration and communication experience along with problem solving and critical thinking skills.
- a passion for literacy, learning and technology.

To apply for this position please submit a covering letter and a current CV by email to [recruitment@nala.ie](mailto:recruitment@nala.ie) by **5pm Monday 12 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 of Conditions of Service

**Title:** EU Projects Support Officer

**Reports to:** Innovation Manager

**Location:** Dublin 6. *Please note:* Due to COVID-19 restrictions the post may be initially and periodically be on a remote working basis.

**Contract:** Full time contract, 35 hours a week

**Pay:** The salary for the position will range from **€31,266 to €59,382**, which is the General Civil Service Administrative Officer Scale. Candidates should note that starting salary will be based on candidate's experience. Progression on the scale is subject to satisfactory service and NALA's financial resources.

**Tenure and probation:** The position is offered on a 2 year fixed term basis. A probationary period of 6 months will apply from the date of commencement of employment.

**Application process:** Cover letter and current CV.

**Closing date:** 5pm, Monday 12 April 2021

**Questions:** Email any questions to [recruitment@nala.ie](mailto:recruitment@nala.ie) or call 01 412 7900.

## About the National Adult Literacy Agency

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](http://www.nala.ie) for more information.

## About the role

**Job Title:** EU Projects Support Officer

**Reports to:** Innovation Manager

### **Key Responsibilities:**

- Supporting the Innovation Manager in planning and managing the following 3 EU projects:
  1. **Check-In, Take-Off (CITO)**, is a three year project which kicked-off in March 2019. This project involves creating an engaging online experience that supports adults with unmet digital, literacy and numeracy needs to engage in a learning experience. NALA's role in 2019-2020 involved developing and testing an online application that supported users to self-assess their skills and guide them towards local and online learning opportunities. In 2021, NALA's role involves creating and testing a communications outreach strategy. For more see: [citoproject.eu](http://citoproject.eu). You will work closely with project partners and other internal expert staff on this project.
  2. **Adult Basic Education Digital Literacy (ABEDiLi)**, is a two year project which kicked off in November 2020. The project involves integrating digital literacy into adult basic education. NALA's role involves developing the Train the Trainer concept. This will involve research, liaising with stakeholders, development of the concept and piloting and testing the concept. You will work closely with project partners and other internal expert staff on this project.
  3. **Professional Development Series for Basic Skills Teachers**, is a three year project which kicked off in January 2021. This project involves the development of an innovative professional development series using Open Education Resources (OERs) and Massive Open Online Courses (MOOCs). NALA's main role in this project involves integration the OERs and MOOCs into NALA's learning management system Learn with NALA. You will work closely with project partners and other internal expert staff on this project.
- collaborating with project partners and other internal expert staff on these projects
- managing external contractors in delivering project outcomes.
- keeping up to date with emerging and innovative educational technologies and identifying how they can be applied to these projects and NALA's work
- providing regular updates to key NALA staff
- providing data and statistical evidence
- preparing and delivering training and presentations
- liaising with NALA staff; and
- other duties as assigned by the Innovation Manager

**Essential criteria:**

- 3+ years experience in a similar role
- Bachelor's degree or equivalent in a relevant field
- experience with transnational projects
- a certificate in project management or equivalent
- excellent IT skills with competency in Microsoft Office (Word, Excel, Powerpoint)
- excellent time management and project coordination skills
- ability to collaborate and communicate effectively and professionally with individuals, groups and to the wider public
- have strong problem solving and critical thinking skills.
- be passionate about literacy, learning and technology.

**Desirable criteria**

- Have experience of using technology to enhance learning and assess skills.
- Be proficient with learning management systems such as Moodle, Canvas, Brightspace
- Have experience in developing learning content for online use

## **Recruitment process**

The National Adult Literacy Agency is recruiting for this position

### **How to Apply**

Applicants should email a current CV and cover letter with the names of two referees to [recruitment@nala.ie](mailto:recruitment@nala.ie) (NALA will not contact your referees without asking you first). The cover letter should set out how the applicant meets the essential requirements and personal attributes of the post and their motivation for applying for the post.

### **Closing Date**

The closing date for receipt of applications is **5pm, Monday 12 April 2021**.

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

### **Essential Requirements and Personal Attributes**

Candidates will be required to possess all the essential requirements and personal attributes 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 application form, CV and cover letter and will include an interview.

### **Shortlisting**

A shortlisting process will involve a panel that will select candidates for interview who, based on an examination of the application form and assessed against the essential requirements and personal attributes required, appear to be the most suitable for the position. Shortlisted candidates may be required to submit further information prior to the interview.

## **Interview**

Shortlisted candidates 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<sup>th</sup> of April 2021. Candidates will be notified of interview dates and arrangements at the earliest opportunity. It will be candidates' responsibility 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 position will range from €31,266 to €59,382, which is the General Civil Service Administrative Officer Scale. The current scale for the Administrative Officer is €31,266, €33,624, €34,297, €37,249, €41,027, €43,903, € 46,780.81, €49,666.89, €52,544.46, €55,411.62 (€57,399 after three years at the maximum), (€59,382 after six years maximum). Candidates should note that starting salary will be based on candidate's experience. Progression on the scale is subject to satisfactory service and NALA's financial resources.

### **Tenure and probation**

The position is offered on a 2 year fixed term basis. A probationary period of 6 months will apply from the date of commencement of employment.

### **Duties**

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

### **Headquarters**

The post normally will be located in the National Adult Literacy Agency, Sandford Lodge, Sandford Close, Dublin 6. Due to COVID-19 restrictions the post may be initially and periodically be on a remote working basis.

### **Hours of attendance**

Hours of attendance will amount, on average, to not less than 35 hours per week.

### **Annual Leave**

Annual leave will be 22 days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-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.**