

INFORMATION BOOKLET



etbi

Education and Training
Boards Ireland
*Boird Oideachais agus
Oiliúna Éireann*

Director of Further Education and Training

Ref: 22.25



**Closing Date: Monday 15th
December 2025 at 12 noon**

Interviews will be held the week
beginning 5th January 2026

ETBI is committed to a policy of equal opportunity.

Director of Further Education and Training Education and Training Boards Ireland (ETBI)

Overview of main functions carried out by Education and Training Boards Ireland

Education and Training Boards Ireland (ETBI) is the national representative body established to collectively represent the sixteen Education and Training Boards (ETBs) and promote their interests, which is recognised by the Minister for the purposes of the Education and Training Boards Act 2013. ETBI comprises of the staff of ETBI, the ETBI Chief Executives, Directors of Further Education and Training, Directors of Schools, Directors of Organisation, Support and Development Forums and the respective networks and groups associated with these forums.

Mission

ETBI'S mission is to lead and advance the continued development of education, training, and youth work in Ireland.

Vision

To harness our strength to influence and promote a strong education and training sector through collaboration and collective effort.

Values

ETBI's five core values represent the core values of the ETB sector working collectively. Core values are like "branding" but on the inside. They help ETBI to make informed decisions and unify the culture. This will help ETBI hold ourselves accountable and others accountable in decision-making and in our engagement with partners and other stakeholders. The five core values are **Excellence, Care, Equality, Community and Respect**.

- **Excellence** includes excellence in education, training, and support. It is underpinned by the core values of care, respect, community, and equality. Excellence encompasses outcomes, experiences, and expectations of people involved.
- **Care** is about the welfare, wellbeing, and safety of all who are involved in education and training. It is exemplified in meaningful relationships, connectedness, and empathy, alongside support and solidarity.
- **Equality** is about treating everyone equally and recognising and celebrating the diversity of those involved in education, training, and youth work. It is exemplified in targeting resources on those who have need and prioritising a culture of inclusion.
- **Community** encompasses learners, their families, staff, and the local communities in which our services are based. It is about having shared vision, values and purpose, a sense of belonging, and a voice that is listened to. It is exemplified in productive collaboration, positive contributions, and effective communication amongst all stakeholders.
- **Respect** is about upholding the dignity, rights, and recognition of the identity and background of all those involved in education, training, and youth work. It is exemplified in relationships between all stakeholders, and decision-making that impacts positively on the rights, feelings, and aspirations of the diversity of people.

Education and Training Boards Ireland (ETBI)

Director of Further Education and Training

Introduction

The Further Education and Training (FET) sector in Ireland provides a range of education and training programmes to more than two hundred thousand people each year. FET is the distinct, diverse, and vibrant sector of the Irish education system which provides learning opportunities at post-secondary school level to a range of different learners. The FET sector is unique within the Irish education system as it is not dedicated to any one specific group of learners by virtue of age or stage of educational development. FET opportunities include life-long learning, social inclusion, and access to work-based learning opportunities for citizens aged sixteen and over.

ETBI plays a key role in supporting the ETB sector in several areas including contributing to the development of strategy and policies and the implementation of policy, plans, targets, and practices.

Reporting to the General Secretary, the Director of Further Education and Training will play a pivotal role in the strategic development of Further Education and Training and will represent and support the ETBs in the principal areas: FET Strategy Implementation, Skills, Inclusion, FET Pathways, Professional Learning and Development, FET System Support and Development, FET Guidance, FET Quality, Research, Digitalisation including Digital Library advancement, Governance and Sustainability.

These activities will include inter alia.

- providing a professional and efficient sector-facing FET service
- offering strategic support and advice
- act as a key advisor on behalf of the sector, on sectoral matters with the Department of Education, the Department of Further and Higher Education, SOLAS, HEA, management bodies, unions and other third parties
- working with the Department of Education, Department of Further and Higher Education, SOLAS, and other stakeholders as appropriate in developing appropriate policies, procedures and guidance for member ETBs

Main Duties

The role of the Director of Further Education and Training will include (but will not be limited to) the following:

- Support the ETB FET Directors in driving the sectoral reform of FET provision in line with the Further Education and Training Strategy.
- Promoting the development and implementation of FET focused policies, projects, and guidance for member ETBs.
- Overseeing the delivery of the agreed key objectives in the directorate's strategic areas consisting of Inclusion, Skills, Pathways and strategy support areas of FET Strategy Implementation, Skills, Inclusion, FET Pathways, Professional Learning and Development, FET System Support and Development, FET Guidance, FET Quality, Research, Digitalisation including Digital Library advancement, Governance and Sustainability.
- Oversee national programme development and innovation in FET.
- Support FET Directors in promoting excellence in teaching and learning through targeted programmes of PL & D.
- Being responsible for the ongoing organisation and support of the Director of Further Education and Training Forum through:

- Co-ordinating of meetings
- Supporting the Chairs and vice-chairs
- Preparing documentation
- Undertaking research and analysis as required
- Drafting sectoral position papers on behalf of the Forum
- Preparing reports for the CE Forum
- Liaising with other ETBI Forums and Groups, coordinating with leads of these Groups and working towards achieving a cohesive sectoral position
- Support ETBs in the implementation of sectoral FET strategies including the Adult Literacy for Life; FET PL &D, Lifelong Guidance and Green Skills Strategy amongst others; and in delivering the actions directly assigned to ETBI, providing reports to SOLAS on behalf of ETBI/ETBs, preparing and presenting briefings on ETBI/ETB actions as required.
 - Lead the interface with SOLAS and other funding providers to support ETBs as required.
 - Consulting and collaborating at national level with government departments, agencies and a range of other relevant stakeholders.
 - Consulting and negotiating at national level on behalf of ETBs with government departments and agencies, trade unions and with a range of other relevant bodies and authorities.
 - Support and facilitate ETBI/ETB collaboration with Government Departments and other FET support agencies.
- Leadership of the ETBI FET team including responsibility for performance management, supporting and encouraging high performance and addressing underperformance in line with best practice and legislation.
- Develop and implement sectoral policies and strategic plans, including the FET element of the ETBI Strategic and operational plans.
- Support the risk management function of ETBI, with special reference to FET.
- Agreeing the business and service goals and objectives for the sector and the Directorate, effectively communicating them and reporting on their delivery.
- Organise the presentation of FET Data for annual and periodic reports as required.
- Contribute to the effective performance of ETBI's Executive Leadership team, including reporting on the Director's functional area as required.
- Contributing to the effective performance of ETBI as a member of the Executive Leadership Team.
- Perform such functions as are assigned by the General Secretary;

Please note that the responsibilities outlined are not exhaustive, and the postholder may be required to perform other duties which may be assigned from time to time, and to contribute to the development of the post while in office.

Experience and Qualifications:

The successful candidate will:

1. Hold a relevant honours degree in a relevant discipline.
2. Have at least five years' senior level experience, including leading teams and managing resources experience in a senior further education and training management role.
3. Demonstrate the ability to be innovative, to manage and lead change, and to implement reform within an organisation in a rapidly changing environment.
4. Possess excellent interpersonal and collaborative skills, including the ability to work effectively with a broad range of internal and external stakeholders and to represent ETBI on external bodies as required.

NOTE: Qualifications/eligibility may not be verified by ETBI until the final stage of the process. Therefore, those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Competencies Required:

The competencies for this role reflect the changing and complex environment in which those at Director of Further Education and Training level operate, with limited resources, pressure for delivery of results, increased media and public scrutiny and an ambitious public service reform programme. The person appointed to the post of Director of Further Education and Training will be required to demonstrate competence in the following areas, as related to the job description.

Leadership

Creates and communicates a sense of purpose that inspires others and builds enthusiasm and commitment among staff at all levels; sets the vision and identifies strategies to realise the vision.

- seeks input from several sources to help conceptualise an inspiring vision and strategic direction for ETBI
- takes every opportunity to generate excitement, enthusiasm, and commitment for the ETBI vision
- sets effective context then pushes decision authority to the lowest appropriate level
- recognises that his/her actions and decisions must always align with the values and strategic direction of ETBI and acts accordingly.

Developing Self and others

Creates an environment that aims to fulfil the personal and professional development expectations of all staff.

- provides resources (time and money) for developmental opportunities that support individual and organisational needs
- promotes recognition mechanisms that motivate learning and the sharing of knowledge
- builds a regenerative culture that nurtures knowledge, learning and development of staff.

Innovation & Creative Thinking

Anticipating future global and domestic economic, social, and environmental changes to help shape and steer a successful course for ETBI.

- continuously anticipates and reflects upon how future global and domestic changes will affect ETBI stakeholders
- clarifies the future direction of the organisation considering global and domestic trends
- takes every opportunity to generate excitement, enthusiasm, and commitment for the vision
- allocates resources and time for innovative projects that support ETBI vision and strategic direction.

Learner & Stakeholder Focus

Builds and maintains an organisation focused on the learner and the prosperity of the community;

demonstrates a 'service orientation' and learner/stakeholder responsiveness.

- Develops and supports policies to ensure the highest standards of teaching and applied research
- regularly reinforces the ETB uniqueness and strengths to external stakeholders
- removes internal barriers and processes that hinder ETBI's ability to focus on learners and/or stakeholders.
- considers the multi-dimensional needs of a diverse group stakeholders.

Results Focused and Business Aware

Builds a financially and operationally effective organisation to focus on the achievement of results and what success looks like.

- clearly understands and is able to explain how strategic decisions may impact ETBI's financial performance and guides accordingly
- analyses and balances the financial requirements of programs, policies, and other resources to achieve short term results while not sacrificing longer-term goals
- makes the tough decisions necessary to build an effective, streamlined and economically sound organisation
- makes the necessary tough decisions to reshape structure and processes to meet stakeholder and sector needs.

Communication

Creates a climate for open and transparent two-way communication for ETBI

- establishes informal and formal lines of communication across ETBI/ETBs to support a transparency of operations
- plans two-way communication strategies so that staff hear first-hand about the plans for ETBI
- makes two-way communication a high priority, allocating resources and time for staff to communicate up, down and across the organisation
- role models effective and consistent communication and holds management responsible for same.

Specialist Expertise and Knowledge

Proven senior management experience, including leading teams and managing resources experience in a senior further education and training management role.

- Demonstrate the ability to be innovative, to manage and lead change and to implement reform within an organisation in a rapidly changing environment.
- Possess excellent interpersonal and collaborative skills, including the ability to work effectively with a broad range of internal and external stakeholders and to represent ETBI on external bodies.

Health

A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service.

CONDITIONS OF SERVICE

This appointment will be for a fixed term contract of three years. The appointment is subject to continued funding by the Department of Education and Skills/SOLAS. The appointment will be subject to a six-month probationary period. If, at any time during this period, it appears that the appointee is not suitable for the final appointment the contract will be terminated.

Secondment from the education sector may be considered for the filling of the position.

Remuneration

The ETB Director of Further Education and Training salary scale, with effect from 1st August 2025, is as follows: €84,453 - €132,614.

Subject to the Director of Further Education and Training satisfactorily completing their first year in the post, they may be granted the first increment of salary one year from the date of appointment (subject to the terms of any existing national pay agreements) and may be awarded subsequent increments on a yearly basis subject to satisfactory service.

The rate of the total remuneration of the Director of Further Education and Training

- i. may be adjusted from time to time in accordance with the Government pay policy as applying to public servants generally
- ii. may be revised from time to time by the Minister with the consent of the Minister for Public Expenditure and Reform.

The rate of PRSI applying to the post will be in accordance with the relevant legislation or regulations of the Department of Social Protection.

Starting salary

Candidates should note that the starting salary will be at the minimum of the appropriate pay scale and will not be subject to negotiation. Subject to the above, where the successful candidate is currently a serving civil or public servant immediately prior to accepting this post, the normal rules on pay and remuneration will apply. Prior to taking up duty, an appointee seconded to the post will be required to provide a comprehensive statement to ETBI from their employer confirming salary and pension details.

Probationary period

For the first six months, the Director of Further Education and Training will be on probation. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

Annual Leave

The Director of Further Education and Training will (in addition to the usual Public and Bank Holidays) be entitled to 30 working days of holidays each year to be taken at a time or times convenient to ETBI. The successful candidate will be required to take annual leave for the period of the Christmas closure of ETBI.

Rest periods

The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

Pension Scheme/Superannuation

The Director of Further Education and Training will be enrolled in ETBI's pension scheme. If the Director of Further Education and Training is seconded to the post, the rules of the superannuation scheme

applicable to their substantive grade will apply.

Location

The place of work for the Director of Further Education and Training will be the ETBI office in Naas or such other office location within ETBI as determined by the General Secretary. Remote working will be considered in this role in agreement with the line manager. The Director of Further Education and Training may be required to travel, within and/or outside of Ireland in the performance of their duties.

Maternity / Adoptive / Carers / Parental / Force Majeure Leave

Maternity / Adoptive / Carers / Parental Leave will be granted to the Director of Further Education and Training in accordance with the arrangements authorised by the Minister for Department of Further and Higher Education Research Innovation and Science. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.

Sick Leave

Sick Leave will be in accordance with established procedures and conditions for ETBI staff generally or those for ETB staff if on secondment to the post. If the Director of Further Education and Training is seconded to the post, the rules of the sick leave scheme applicable to their substantive grade will apply.

General

The above represent the principal conditions of service and is not intended to be a comprehensive list of all terms and conditions of employment, which will be set out in the successful candidate's employment contract.

SELECTION PROCESS

How to Apply

Applicants should follow the link to the online application form on www.etbi.ie/recruitment. Only applications made through the online application process will be accepted.

Applications will not be accepted after the closing date and time.

The admission of a person to this competition or invitation to take tests or attend for the interview is not to be taken as implying that the ETBI is satisfied that such a person fulfils the requirements.

Notes:

Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications will not be the responsibility of ETBI. Therefore, candidates are strongly advised to submit applications well before the Monday, 15th December 2025. Enquiries can be emailed to jobvacancies@etbi.ie

Closing Date and Time:

Your application must be submitted online at www.etbi.ie/recruitment no later than 12 noon on Monday, 15th December 2025.

Please Note:

We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc. Candidates should make themselves available on the date(s) specified by the ETBI.

The Selection Process may include:

- Shortlisting of candidates on the basis of the information contained in their application
- Qualifying for preliminary interview

The Selection Process will include:

- A competitive interview which may include a presentation
- Reference checking

Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing vacancies in the position. If the numbers applying for the position are such that it would not be practical to interview everyone, ETBI may decide to employ a short-listing process to select a group for interview which appears to be the most suitable for the position. Short-listing will be based on an examination of documents provided by you.

During any short-listing exercise, ETBI examines the application forms and assesses them against predetermined criteria based on the requirements of the position. It is, therefore, in your own interests to provide a detailed and accurate account of your qualifications/ experience/competences on the application form.

Citizenship Requirement

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

GENERAL INFORMATION

Security Clearance:

ETBI is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

Other Important Information

ETBI will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, invitation to attend an interview, or a successful result letter, is not to be taken as implying that the ETBI is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position Education and Training Boards Ireland will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline or having accepted it, relinquish it, or should another vacancy arise, Education and Training Boards Ireland may at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates should note that any attempt to canvass support for an application will lead to disqualification.

Confidentiality

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or another test when and where required by ETBI or who do not, when requested, furnish such evidence as the ETBI requires regarding any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

ETBI processes data in compliance with current Data Protection legislation.

Feedback

Feedback will be provided on written request.

The latest date for receipt of completed applications for the above post is 12 noon on Monday 15th December 2025.

IT WILL NOT BE POSSIBLE TO SUBMIT APPLICATIONS AFTER THIS DATE AND TIME

- **CV's WILL NOT BE CONSIDERED**
- **SHORTLISTING OF CANDIDATES MAY TAKE PLACE**

ETBI IS AN EQUAL OPPORTUNITIES EMPLOYER