

JOB DESCRIPTION

Adult Literacy Coordinator

Advertised May 2022



Summary of Role and Responsibilities

The Adult Literacy Coordinator will be part of a small national office team and will be responsible for supporting the development of our adult services in line with the organisation's goals. This will include the development of dyslexia supports for adults including in-person and online training to be delivered across the Adult Education sector (including FE, HE and Community Education) and in the Employment/Workplace sector. The post-holder will have a focus on adult literacy and on assistive technology and how these can support people with dyslexia in education and at work.

The Adult Literacy Coordinator will report to, and work closely with the Senior Adult Dyslexia Coordinator, as well as with other national office staff. The Adult Literacy Coordinator shall at all times act in accordance with the Constitution of the DAI, our strategic priorities and all current policies and procedures of DAI, including adherence to GDPR legislation and Data Protection.

Key duties include:

- Building relationships with key agencies and individuals in order to advocate for the identified needs of adults with dyslexia across the education and employment sectors.
- Ongoing development and delivery of training to FET and adult education tutors on how they can identify the needs of learners, especially those who may have specific literacy difficulties/dyslexia.
- Inputting on training at Further and Higher Education levels for trainee educators, especially those who will work with adult learners.
- Delivering talks and seminars to other stakeholder groups around the country.
- Keeping abreast of developments in assistive technology beneficial to people with dyslexia, plus the development and delivery of training resources on assistive technology for dyslexia (e.g. webinars and videos).
- Dealing with specialist information enquiries re adult dyslexia and adult literacy.
- Working on EU projects related to adult dyslexia and literacy.
- Producing periodic activity/progress reports for management.
- Contributing articles to DAI and external publications, as required.
- Engaging in partnership and collaborative work with other organisations as directed, to help further the overall aims of DAI.
- Keeping abreast of current changes to policy and legislation which may impact dyslexic adults at work and/or in education.
- Representing the organisation at relevant conferences including delivering presentations on the work of the Dyslexia Association with regard to adult dyslexia and adult literacy.

- Actively protecting DAI's integrity through honesty, sincerity and service to its members whilst promoting nationally the benefits of association with the DAI.
- Participating in performance management processes, and related development activities, as may be considered by the management as relevant to the role.
- Undertaking any other duties as may reasonably be assigned by the CEO and line manager, from time to time.

Person Specification

- Knowledge of teaching literacy to adults and an understanding of the science of reading is essential for this role.
- A degree (Level 8 minimum) in a relevant education discipline (adult and community education, teaching, adult literacy, training and development for adults, special education needs teaching) OR educated to degree standard with substantial work experience in the listed areas.
- Substantial relevant work experience in adult literacy, adult and community education, training for adults in FE or HE.
- Knowledge and experience of supporting adults with dyslexia, and other learning differences.
- Knowledge of assistive technology, especially in relation to dyslexia.
- Experience delivering training, both in-person and online.
- Experience developing video/online content is desirable.
- An understanding of the structure and workings of the Adult and Community Education, Further Education and Higher Education sectors in Ireland.
- An understanding of disability policy, reasonable accommodations policy and the principles of universal design in relation to education and the workplace.
- An awareness of social justice issues in relation to education.
- Experience facilitating groups, as well as working on a one-to-one basis with adults who have specific support needs.
- Experience delivering training seminars to various audiences, including educators and employers.
- Ability to manage projects, including delivery of events.
- Have access to own transport and be the holder of a full, clean driving licence.

Personal Attributes

In addition to the requirements under the Person Specification, the successful candidate must possess the following skills and personal characteristics:

- Good listening skills.
- Very good interpersonal skills.
- Good problem-solving skills.
- Strong communication skills.
- Good technology skills, and willingness to learn.
- Ability to work with people from a wide range of backgrounds and abilities.

- A self-starter with the ability to work on one's own initiative, as well as part of a team.
- Good organisational skills.
- Open to reflective learning and development.
- Willingness to travel nationwide in order to perform the duties associated with the role, and occasional travel related to EU projects.
- Willingness to work outside normal office hours on occasion (a time-off-in-lieu system is in operation).

Terms

- A one-year contract, with potential to extend subject to funding.
- A six-month probationary period will apply.
- Full-time (35 hours per week), with flexible working opportunities.
- Based in Dublin city-centre office, as well as with remote/home working due to Covid-19.
- Salary of €38-40k per annum, depending on experience.
- This position is subject to Garda Vetting and reference checks.

APPLICATION PROCESS

Candidates wishing to apply for this post should email their CV, and a cover letter outlining their suitability for the role, to: Rosie Bissett, CEO, Dyslexia Association of Ireland at ceo@dyslexia.ie.

Key Dates:

The closing date for applications is **12 noon on Wednesday May 25, 2022**.

Shortlisted candidates will be invited for an interview on June 1, 2022.

Address: Dyslexia Association of Ireland, Office Suite, Block B,
107-110 The Windmill, Windmill Lane, Dublin D02E170.

Telephone: 01 8776001 **Website:** www.dyslexia.ie

- All applicants must have the legal right to work in Ireland.
- The successful candidate will be asked to start work as soon as possible.
- DAI is an equal opportunities employer.
- All data as part of this recruitment process will be treated confidentially and in line with GDPR.