

## **NCGE Guidance Officer (Euroguidance)**

### **Job Description – July 2019**

#### **Temporary One year, Specific Purpose Contract**

The National Centre for Guidance in Education (NCGE) is an agency of the Department of Education and Skills (DES), whose role is to support and develop guidance in all areas of education and to inform policy of DES in the field of guidance.

NCGE hosts the Euroguidance Centre for Ireland, which is funded by the European Commission and DES. The Euroguidance Centre for Ireland is part of a European network of national resource and information centres for guidance which operates in about 34 countries. All Euroguidance centres share two common goals which are (1) to promote the European dimension in guidance and (2) to provide quality information on lifelong guidance and mobility for learning purposes. The Euroguidance Centre main target groups are guidance practitioners and policy makers from both the educational and employment sectors in all 34 European countries.

Within NCGE, the Euroguidance Centre works closely with the core Post-Primary and FET guidance support programme. NCGE is currently recruiting for the position of Guidance Officer (Euroguidance). This is a temporary position recruited under specified purpose contract to support the activities of the Euroguidance Centre and NCGE.

#### **1. Guidance Officer Role: key responsibilities and tasks**

The purpose of the role is to contribute to the work of NCGE, in accordance with the NCGE Terms of Reference and agreed Strategic Plan, and to support national and EU initiatives. The role will involve supporting the activities of the Euroguidance Centre in NCGE such as promotion of mobility, and the European dimension of guidance **and** supporting the general activities of NCGE in national projects. The key tasks are as follows:

##### **NCGE – Euroguidance Centre**

- Participate in and collaborate with established Euroguidance Networks and working groups in accordance with the NCGE contract with EU Commission
- Attend or host Euroguidance meetings and study visits, on behalf of NCGE
- Respond to queries (email, online and calls to the Centre) from Ireland on learning opportunities abroad and from Euroguidance network colleagues across EU on learning opportunities in Ireland
- Provide guidance practitioners with information on the European dimension of guidance
- Support the delivery and further development of the online CPD Mobility Guidance Counselling Modules in accordance with the NCGE CPD Strategy
- Support the delivery of the NCGE/ Euroguidance Transition Year Euroquest online module in schools
- Liaise with the Communications Officer to maintain and update online information and resources through Euroguidance website and Euroguidance social media (e.g. Facebook)
- Liaise with appropriate agencies, working groups and individuals to review, revise and develop materials, resources, including ICT-based resources for guidance counsellors to support and promote mobility
- Collaborate with NCGE Senior Staff Team on the promotion of mobility within schools and FET
- Promotion of NCGE, Euroguidance and Mobility to stakeholders including presentations, seminars and hosting Euroguidance exhibition stands at career fairs
- Support the continued links between Euroguidance and Europass in accordance with the requirements of the EU Commission

### **NCGE and national projects**

- Coordinate the delivery of the NCGE European Schools Guidance service for the provision of guidance to students of Irish nationality attending European schools in collaboration with DES Inspectorate
- Collaborate within NCGE to contribute to the development of guidance in all education sectors (e.g. National Forum on Guidance, Guidance Matters, NCGE Bulletin)
- Maintain up-to-date information and resources on current issues in guidance across EU and internationally for the purpose of advising NCGE on good practice in guidance and informing DES policy, particularly in relation to career related learning
- Maintain own professional development including knowledge and understanding of current guidance and educational issues
- Undertake general administrative tasks as relate to activities listed
- Undertake any other tasks which may be assigned from time-to-time by the NCGE Director

### **Qualifications and Attributes required for the position**

1. A primary degree and a DES-recognised postgraduate qualification in guidance is essential due to the specialist nature of the work
2. Knowledge of the Irish educational system is essential
3. Excellent written and oral publication, presentation and communication skills
4. Excellent ICT skills to include general administration, use of social media, online tools and resources (e.g. websites, Facebook, blogs etc.)
5. Self-motivational attributes with good organisational and team work skills
6. Experience in guidance delivery in post-primary or FET sector is desirable
7. Knowledge of European education systems is desirable
8. Competence in Irish language and another European language is desirable
9. Research skills are an advantage

This position will require the ability to communicate and collaborate with national and international agencies and provide quality information and support to all clients of the NCGE.

This is ***a temporary Specified purpose contract position***. A secondment may be considered if necessary.

**Travel:** This position will involve national and international travel.

**Salary:** The salary scale for this position is equivalent to Public Service Administrative Officer - Standard level (i.e. €31,848-€60,486). Different terms and conditions may apply if you are a currently serving civil or public servant.

An Application Form for the vacancy is available on the NCGE Website ([www.ncge.ie](http://www.ncge.ie))

Applicants must include a cover letter with their Application Form.

The Application Form and Cover Letter can be sent by email to [ncgerecruitment@ncge.ie](mailto:ncgerecruitment@ncge.ie)

The closing date and time for receipt of applications is **17:00 on Friday 6th September 2019**

Shortlisting may apply and interviews will be competency-based.