



## NCGE Guidance Officer (Euroguidance) JOB DESCRIPTION

<b>POST</b>	NCGE Guidance Officer (Euroguidance) - 1-year fixed term contract
<b>REPORTING TO</b>	Director NCGE
<b>JOB PURPOSE</b>	The purpose of the role is to contribute to the work of NCGE and to support national and EU initiatives
<b>PAY GRADE</b>	Equivalent to Public Service Administrative Officer €31,848-€60,486 Different terms and conditions may apply if employed in Civil or Public Service.
<b>APPLICATION DEADLINE</b>	17:00 on Friday 6 <sup>th</sup> September 2019

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 the policy of DES in the field of guidance.

Within NCGE, the Euroguidance Centre, which is part of a European network of national resource and information centres for guidance, works closely with the core Post-Primary and FET Guidance Support Programme. NCGE is currently recruiting for the position of Guidance Officer (Euroguidance). 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.

### Roles and Responsibilities

#### 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 National and European 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 schools and FET
- 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 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
- General administration duties
- Undertake any other tasks which may be assigned from time-to-time by the NCGE Director

### Person Specification

- A primary degree and a DES-recognised postgraduate qualification in guidance is essential due to the specialist nature of the work
- Knowledge of the Irish educational system is essential
- Excellent written and oral publication, presentation and communication skills
- Experience in guidance delivery in Post-Primary or FET Sector is desirable
- Knowledge of European education systems is desirable
- Competence in Irish language and another European language is desirable
- Experienced in using a wide range of IT tools; must have a good working knowledge of basic computer packages, online tools and experience/training on social media
- Research skills are an advantage

### General requirements of all NCGE Staff

We expect our people to show leadership, exceptional organisational and planning skills, and be analytical and conceptual thinkers with excellent IT, networking and influencing skills. We expect excellent interpersonal and communication skills, combined with an ability to fit within a team that has a strong values-based approach to work.

### Application Process

Applications in writing to include CV and letter of motivation to [ncgerecruitment@ncge.ie](mailto:ncgerecruitment@ncge.ie) to reach us no later than **17:00 on Friday 6<sup>th</sup> September 2019**. 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.

This contract may be extended beyond the fixed term subject to available funding. A secondment may be considered.

*NCGE is an equal opportunities employer and welcomes applications from people with disabilities.*