

JOB DESCRIPTION - Temporary Guidance Officer (maternity cover) NCGE

POST	Temporary Guidance Officer to cover maternity leave (1/2/21 - 31/7/21)
REPORTING TO	NCGE Director
JOB PURPOSE	Reporting to the NCGE Director and working as part of the NCGE team, the Guidance Officer will support and co-ordinate the continued development of Whole School Guidance Programme in schools and the promotion of Euroguidance and European Mobility.
PAY GRADE	Equivalent to Public Service – Administrative Officer Scale: €31,221 - €59,294. Successful candidate will start on point 1 of the scale. A person appointed on secondment from within the education sector who has higher earnings than the first point of the Guidance Officer scale may be placed on an appropriate point of the scale in accordance with Government pay policy.
Annual Leave	25 days p.a. (pro-rata)

The mission of the National Centre for Guidance in Education is to develop and support quality guidance provision in the education sector as part of lifelong learning in accordance with national and international best practice.

In support of the work of guidance counsellors in the education and FET sectors - NCGE:

- develops guidance materials
- provides guidelines on good practice
- supports innovation and pilot projects
- disseminates information to practitioners
- develops and organises continuing professional development
- carries out a range of surveys and related research on guidance practice and needs,
- informs the Department of Education and the Department of Further and Higher Education, research Innovation and Skills on policy development for guidance in the education sector
- hosts the EU Commission funded Euroguidance Centre for Ireland

NCGE also works with all stakeholders in guidance to ensure the promotion of good quality guidance practice and we represent Ireland at meetings of the EU Commission to discuss the future of Guidance policy and practice.

Key Responsibilities of the Post

1. Delivery of Post-Primary and Euroguidance Programme

- Coordinate the continued development and delivery of the online NCGE Whole School Guidance Framework guidelines, resources, and materials to support quality Whole School Guidance provision in post-primary schools and promote mobility.
- Coordinate and deliver CPD programme for schools' guidance to include Whole School Guidance planning, mobility guidance counselling and European dimension of guidance (online and in workshop/seminar as appropriate).
- Coordinate and support the delivery of the NCGE/Euroguidance Transition Year *Euro-Quest* online module in schools.
- To coordinate supports to schools for the evaluation and review and potential future roll out of the TY Work experience module with Exit-Entry / BITCI, etc.
- Support the continued links between Euroguidance and Europass in accordance with the requirements of the EU Commission.
- Liaise internally in NCGE on provision of CPD to FET guidance services on promotion of mobility and European dimension of guidance.
- To support 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 DE Inspectorate, working with contracted external consultants and ensuring relevant updates of resources.
- Liaise internally with the Communications Officer to maintain and update online information and resources through NCGE and Euroguidance websites and relevant social media.
- Drafting reports on projects completed as appropriate.

2. Provision of supports and responding to queries

- Respond to queries (email, online and calls to the Centre) from school management, guidance counsellors and stakeholders on guidance provision and practice in schools.
- Respond to queries from Ireland on learning opportunities abroad and from Euroguidance network colleagues across EU on learning opportunities in Ireland.

3. Collaboration

- Liaise with national stakeholders in guidance, attendance at relevant events/seminars/conferences and participating in working groups, as appropriate.
- Participate in and collaborate with established Euroguidance networks and partners in accordance with the NCGE Euroguidance contract with the EU Commission.
- Lead and work with internal staff team assigned and external staff contracted to support the NCGE post-primary and Euroguidance programmes, as appropriate

4. General duties

- Collaborate within NCGE to contribute to the development of guidance across sectors (e.g. participation in the National Forum on Guidance, contributing content to Guidance Matters and NCGE Bulletin).
- Undertake general administrative tasks, as appropriate.
- Undertake any other tasks which may be assigned from time to time by the NCGE Director.



Person Specification

Essential Qualifications

- Successful candidate must have a guidance counselling qualification recognised by the Department of Education, and experience in the planning and delivery of Whole School Guidance in post primary schools.
- Some understanding and experience of European dimension of guidance and mobility is beneficial.
- Excellent IT administration and online skills are essential to support and promote digitalised guidance and in working with colleagues and stakeholders of NCGE.

Application process

Send your **CV or Europass CV and letter of motivation to ncgerecruitment@ncge.ie** to reach us no later than **5pm on 22 January 2021**.

We work 35 hours per week 9.30am – 5.30pm. This position is fulltime, and office based in Dublin City Centre.

While government, public health measures and Covid-19 restrictions apply, the successful candidate may be required to work both in the office and from home as appropriate.

NCGE is an equal opportunities employer

Format of the competition

NCGE reserves the right to **shortlist** applicants. Shortlisting of candidates will be done based on the criteria outlined in the advertisement, the interview, and satisfactory references (referees will not be contacted without the candidate's prior agreement).

Selection will be based on a **competitive interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointments and the responsibilities of the posts. Candidates shortlisted for interview will be asked to provide details of two current referees. Candidates will be contacted before referees are consulted.

For further details see [Vacancies in NCGE | NCGE - National Centre for Guidance in Education](#)