

Kerry Education & Training Board (Kerry ETB) invites applications for the post of Community Education Facilitator which may arise.

# Community Education Facilitator post with initial responsibility for Management of O’Connell FET Centre, Cahersiveen(Career Break Cover to 31st August 2021)

**Functions of the post:**

* Responsible for all aspects of the day to day organization and facility management of the FET centre
* The effective management of staff performance, financial and other resources.
* Responsibility for scheduling and timetabling
* The efficient and effective delivery of agreed and appropriate services and programmes as required by customers and stakeholders
* Delivery of targets through the annual business planning process
* Responsible for risk management register for the FET centre

---------------------------------------------------------------------------------------------------------------------

Application form and full details may be obtained from [www.kerryetb.ie/opportunities or contact the H.R](http://www.kerryetb.ie/opportunities%20or%20contact%20the%20H.R). Department, Kerry ETB, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry. Tel. 066-7121488

Please complete an application form and **return by email only** to jobs@kerryetb.ie. No C.V.’s, only official application form will be accepted. Applications must be received not later than 12 noon Monday, 14th September, 2020.

**Kerry Education & Training Board services Gaeltacht areas.**

**Cuirfear fáilte roimh chomhfhreagras i nGaeilge.**

**Garda Vetting of successful candidates will take place prior to offer of employment.**

Canvassing will automatically disqualify. Shortlisting of applicants may take place.

###### Kerry Education & Training Board is an equal opportunities employer.

*“Creating a Learning Society in Kerry”*

*Colm Mc Evoy*

*Chief Executive Officer*

   