

## Role Specification

<b>Title:</b>	<b>Assistant Manager – Sectoral Leads x 3 posts</b>
<b>Term:</b>	<b>3 Year Fixed Term Contract</b>
<b>Grade:</b>	<b>7</b>
<b>Unit:</b>	<b>Adult Literacy for Life (ALL)</b>
<b>Reporting to:</b>	<b>Director, Adult Literacy for Life (ALL)</b>
<b>Ref:</b>	<b>536</b>

Adult Literacy for Life (ALL) is Ireland's 10-year literacy, numeracy and digital literacy Strategy that aims to ensure that every adult has the necessary literacy, numeracy and digital literacy to fully engage in society and realise their potential; and support organisations and services to be literacy friendly and fully accessible to adults with unmet needs.

SOLAS, the Further Education and Training Authority of Ireland, was tasked with developing the ALL Strategy and houses the ALL Strategy National Programme Office. The role of the ALL Strategy National Programme Office is operate as a central coordinating body across Government departments and other relevant stakeholders. Ensuring a cross-Government and whole-of-society approach, the National Programme Office will comprise a number of sectoral lead roles. The positions of Education and Health leads are in place. We are now looking to recruit three sectoral lead roles in the following areas:

- Communications and Community Outreach
- Numeracy
- Workplace Literacy

### Role Summary

The Communications and Community Outreach Lead, the Numeracy Lead and the Workplace Literacy Lead will be integral roles in the National Programme Office.

The Adult Literacy for Life Strategy acknowledges that the support landscape for literacy is multifaceted, including not only statutory and community education providers, but supports and services delivered through NGOs, local authorities and local community-based organisations and networks.

- **Communications and Community Outreach Lead** will have specific responsibility to establish strong links with the community and voluntary, local authority and community development sector. A complementary aspect of the role is to drive awareness and access through leading a cross-sectoral communications thematic network and working with the SOLAS Communications Team to support literacy campaigns.
- **Numeracy Lead** will play a major role in the delivery of the ALL Strategy with specific responsibility for expanding numeracy provision in Ireland. Building numeracy skills is key for citizens' well-being and active participation in modern society. The need for numeracy skills for everyone will inevitably increase as we progress towards a digital society and economy. Sometimes, however, numeracy needs are overlooked when considering wider literacy needs. The focus in the ALL strategy is that distinct numeracy supports are available and future provision is enhanced. Key to an effective numeracy response is a consistent and robust system of addressing numeracy needs.

- **Workplace Literacy Lead** will play a major role in the delivery of the ALL Strategy with specific responsibility for developing workplace literacy provision and supports in Ireland. There are many adults in the workplace who have unmet needs and they are often the 'hidden' group within the workforce itself. There are around 260,000 adults in employment (aged 25 to 64) with no formal education. They hold down jobs but might avoid paperwork or when new systems are put in place, they can struggle with the literacy, numeracy and digital skills needed for that.

### **Key Responsibilities**

The sectoral lead positions will have accountability and management responsibility for the following:

- Work with the National Programme Office Director, sectoral lead colleagues and the network of Regional Literacy Coordinators, to ensure an effective, cross-Government and cross-societal approach is adopted to address all of the learning and support needs required.
- Analyse and map the current role of their relevant sectoral area in meeting unmet literacy, numeracy and digital literacy needs (e.g. local authorities, community and voluntary and community development organisations, FET sector).
- Review and develop proposals on the role of their sectoral area in supporting access to literacy, numeracy and digital literacy support.
- Promote and drive activity to address unmet literacy needs of those furthest behind, including through developing supports, sharing good practice and making resources available.
- Identify key target groups and coordinate targeted initiatives to address specific challenges and needs at regional and national level.
- In consultation with stakeholders, develop consistent referral protocols in their sectoral area to ensure organisations effectively link individuals to literacy, numeracy and digital literacy learning and support required.
- Increase awareness of unmet literacy, numeracy and digital literacy needs and ensure that all appropriate information in relation to the delivery of the ALL strategy is communicated to all relevant stakeholders.
- Work closely with the network of Regional Literacy Coordinators, and support development of National and Regional Literacy Plans to ensure they adequately reflect the potential role and contribution of all stakeholders and the needs of the most at-risk target groups.
- Participate in the National Literacy Coalition and work with Coalition members in implementing the ALL Strategy, establishing and leading thematic networks or working groups as required.
- Assume responsibility for individual National Programme Office programmes and/or projects as required.
- Any other duties which may be specified from time to time.

### **Additional sectoral lead-specific responsibilities:**

- **Communications and Community Outreach** - Manage ALL branding, communications and events, working with the SOLAS Communications Team to support delivery of national literacy campaigns.
- **Numeracy** - Roll-out common numeracy assessment tool across all relevant providers of learning and support and develop standalone adult numeracy modules in accessible formats and with flexible levels of support.

- **Workplace Literacy** - Support development of contextual literacy and numeracy support initiatives linked to study disciplines, occupations, trades or industry sectors.

## **Requirements**

### **Essential**

- At least five years of experience in a relevant role and field. For Community Outreach and Communications Lead, relevant roles include outreach, development and communications and relevant fields include NGO, local authority, community and voluntary or community development sector. For Numeracy Lead, adult numeracy teaching and learning. For Workplace Literacy Lead, adult literacy or adult education teaching and learning, ideally with workplace training experience.
- Excellent working understanding of the relevant sectoral area (local authority, community and voluntary or community development sector; adult numeracy provision landscape; unmet literacy, numeracy and digital literacy needs in the workplace).
- A qualification in a relevant discipline for the role, or relevant management work experience.
- Demonstrated ability to take a system-wide approach and see connections, risk, and the potential for innovation in the wider environment.
- Ability to build and support complex cross-functional and inter-agency teams or networks.
- An excellent understanding of the strategic use and application of both quantitative and qualitative research.
- Broad understanding of continuous development, innovation and achievement of results against objectives in career to date.
- Exemplary public service values including the highest standard of professional integrity and operating with probity.
- Excellent written and spoken communication skills, as well as strong IT skills.
- Self-starter attributes, possessing the necessary drive and resilience.

### **Desirable**

- Proven experience in a significant change programme in a relevant setting.
- Demonstrated achievement in the management of a variant and diversified portfolio in a devolved management structure.