



JOB DESCRIPTION: Adult Dyslexia Coordinator

Summary of Role and Responsibilities

The Adult Dyslexia Coordinator will be part of a small national office team, and will be responsible for the development of services at a strategic level in keeping with the objectives of the organisation. This will include development of dyslexia supports for adults including the development of in-person and online training to be delivered across the Adult Education (Further Education and Training - FET) and Employment sectors.

The Adult Dyslexia Coordinator will report to, and work closely with the CEO, as well as with other national office staff. The Adult Dyslexia Coordinator shall at all times act in accordance with the Constitution of the DAI, our strategic priorities and all current policies and procedures of DAI, including adherence to GDPR legislation and Data Protection.

Key duties include:

- Advocating for the development of new dyslexia supports for adults, to include the provision of individual and/or group mentoring.
- Building relationships with key agencies and individuals in order to advocate for the identified needs of adults with dyslexia across the education and employment sector.
- Ongoing development and delivery of training to FET and adult education tutors on how they can identify the needs of learners, especially those who may have specific literacy difficulties/dyslexia.
- Development and delivery of information resources both online and in person for employers on dyslexia in the workplace.
- Working on EU projects related to adult dyslexia.
- Dealing with specialist information enquiries re adult dyslexia.
- Input on training at Further and Higher Education Level for trainee educators.
- Delivering talks and seminars to other stakeholder groups around the country, upon request, in line with strategic priorities.
- Producing monthly activity/progress reports for the CEO.
- Contributing articles to DAI and external publications, as required.
- Engaging in partnership and collaborative work with other organisations as directed, to help further the overall aims of DAI.
- Keep abreast of current changes to policy and legislation which may impact dyslexic adults at work and/or in education.
- Representing the organisation at Conferences (including delivering presentations on the work of the Dyslexia Association with regard to policy changes for adults).

- Actively protecting DAI's integrity through honesty, sincerity and service to its members whilst promoting nationally the benefits of association with the DAI.
- Participating in such performance management processes, and related development activities, as may be considered by the management as relevant to the role.
- Undertaking any other duties as may reasonably be assigned by the CEO, from time to time.

Person Specification

- A degree (Level 8 minimum) in a relevant discipline (adult and/or community education, adult literacy, training and development for adults with specific support needs, special education services) OR educated to degree standard with substantial work experience in the listed areas.
- Substantial relevant work experience in adult and/or community education or development, adult literacy, training for adults, particularly work with people with specific support needs, special education services or a related field.
- Knowledge and experience of supporting adults with dyslexia, and other learning difficulties.
- An understanding of the structure and workings of the Further Education and Training Sector in Ireland.
- An ability to engage with and develop reasonable accommodations policy where needed in relation to FET and employment.
- An awareness of social justice issues in relation to education.
- Experience facilitating groups, as well as working on a one-to-one basis with adults who have specific support needs.
- Experience delivering training seminars to various audiences, including educators and employers.
- Ability to manage projects, including delivery of events.
- Ability to deliver online content including webinars, video content.
- Have access to own transport and be the holder of a full, clean driving licence.

Personal Attributes

In addition to the requirements under the Person Specification, the successful candidate must possess the following skills and personal characteristics:

- Good listening skills.
- Very good interpersonal skills.
- Good problem solving skills.
- Ability to work with people from a wide range of backgrounds and abilities.
- A self starter with the ability to work on one's own initiative, as well as part of a team.
- Good organisational skills.
- Strong written and verbal communication skills.
- Good computer skills, and the ability to acquire any additional IT skills required to perform the role, e.g. in relation to online training delivery, and assistive technology for dyslexia.

- Willingness to travel nationwide in order to perform the duties associated with the role, and occasional travel related to EU projects.
- Willingness to work outside normal office hours on occasion (a time-off-in-lieu system is in operation).

Terms

- A two-year contract, with potential to extend.
- A six-month probationary period will apply.
- Full-time, with flexible working opportunities.
- Based in Dublin city-centre office, with requirements to travel.
- Starting salary of €37-39k per annum, depending on experience.

APPLICATION PROCESS

Candidates wishing to apply for this post should email their CV, and a short cover letter outlining their suitability for the role, to:

Rosie Bissett, CEO, Dyslexia Association of Ireland at ceo@dyslexia.ie

Key Dates

The closing date for applications is **12 noon on Wednesday August 21st, 2019.**

Interviews will be held with shortlisted candidates on **Thursday August 29th** at our offices in Dublin.