

## **Job Description and Person Specification**

### **Part-Time Education Support Worker**

**County Kildare LEADER Partnership** is seeking a part-time Education Support Worker to engage with young individuals in County Kildare under the Social Inclusion Community Activation Programme (SICAP). **This part-time role is a 21-hour-a-week position.**

The Education Support Worker will work with individuals and groups experiencing educational disadvantages, particularly those from SICAP target groups, to support access to, engagement with, and progression through education, training, and lifelong learning opportunities. The role aims to reduce barriers to education participation by providing tailored, participant-centered support that builds confidence, skills, and learning capacity.

Through one-to-one support and group-based interventions, the Education Support Worker helps participants identify educational goals, navigate available education and training pathways, and progress towards positive personal, educational, and social outcomes. The role includes active outreach, engagement with hard-to-reach individuals, and promotion of inclusive, community-based learning opportunities aligned with SICAP objectives.

The Education Support Worker works collaboratively with SICAP colleagues, education and training providers, community organisations, and statutory agencies to ensure coordinated, holistic support for participants. The role also includes referring participants to appropriate services, monitoring participant progress, and accurately recording outputs and outcomes in line with SICAP programme guidelines and Pobal reporting requirements.

#### **Key Responsibilities**

- Provide one-to-one educational guidance and support to individuals from SICAP target groups.
- Support participants to identify educational goals, learning pathways, and progression opportunities.
- Assist learners with return-to-education, literacy, numeracy, digital skills, and lifelong learning initiatives.
- Support participants with applications, enrolment forms, funding supports, and progression planning.

## ***Group Work and Programme Delivery***

- Co-design and deliver education-focused group programmes (e.g. confidence-building, study skills, basic education, digital literacy).
- Facilitate workshops and information sessions in community-based settings.
- Support learner engagement, attendance, and retention.

## ***Outreach and Engagement***

- Engage with hard-to-reach individuals and communities through outreach and community engagement.
- Build relationships with local schools, ETBs, training providers, and community organisations.
- Promote education supports and SICAP services locally.

## ***Referrals & Interagency Work***

- Refer participants to appropriate education, training, employment, and support services.
- Work collaboratively with SICAP colleagues and external agencies to provide holistic support.
- Participate in interagency meetings and local education networks.

## ***Monitoring, Reporting & Compliance***

- Maintain accurate participant records in line with SICAP reporting requirements.
- Collect data, outcomes, and evidence to support programme monitoring and evaluation.
- Contribute to SICAP planning, reviews, and funding compliance.
- The ideal candidate will report to the SICAP Programme Manager.

## **Person Specification**

### ***Essential***

- Qualification in Education, Community Development, Youth Work, Social Care, or a related field.
- Experience working with disadvantaged or marginalised groups.
- Strong understanding of education and training pathways in Ireland.
- Excellent communication, facilitation, and interpersonal skills.
- The successful candidate will have excellent communication and interpersonal skills, strong IT and organisational abilities, and the ability to work independently. A good understanding of issues affecting disadvantaged communities is also desirable.
- Ability to work independently and as part of a team.
- Strong organisational and record-keeping skills.

### ***Desirable***

- Experience working within SICAP or similar social inclusion programmes.
- Knowledge of ETB, QQI, Further Education and Training (FET) systems.
- Experience delivering group-based education or learning supports.
- Understanding of equality, social inclusion, and community development principles.

Hours: 21 hours per week  
Contract: Fixed-term, subject to funding  
Salary: €36,696 Pro Rata

Remuneration includes the option to join the organisation's PRSA scheme after successful completion of the probationary period. If applicable, Auto-enrolment in My Future Fund will apply for new employees beginning 01<sup>st</sup> January 2026.

A full driving licence and own transport are also essential.

The position is located at Kildare Community Development Centre, Meadow Road, Kildare Town, Co. Kildare, R51 RF88.

Applications by cover letter and C.V. should be submitted to [olivia@countykildarelp.ie](mailto:olivia@countykildarelp.ie) noting the position being applied for in the email subject.

Closing date for receipt of applications: **Thursday, 12<sup>th</sup> February 2026 at 5 pm.**

Interviews will be held in the week beginning **Monday, 16<sup>th</sup> February 2026.**

***County Kildare LEADER Partnership is an Equal Opportunities Employer***



Rialtas na hÉireann  
Government of Ireland



Arna chomhchistiú ag  
an Aontas Eorpach  
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European Union



pobal  
government supporting communities



Social Inclusion &  
Community Activation  
Programme

LCDC

Comité an Fhorbairt Pobail Áitiúil Chill Dara  
Kildare Local Community Development  
Committee



County Kildare  
LEADER PARTNERSHIP

The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development and the European Union through the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.

Tá an Clár um Chuimsiú Sóisialta agus Gníomhachtú Pobail (SICAP) cómhainithe ag Rialtas na hÉireann, tríd an Roinn Forbartha Tuaithe agus Pobail, agus ag an Aontas Eorpach trí Chiste Sóisialta na hEorpa Plus faoin gClár Fostaíochta, Cuimsiú, Scileanna agus Oiliúna (EIST) 2021 2027.