



Adult Community Education (ACE) Programme Development Officer

An Cosán is currently seeking a dynamic ACE Programme Development Officer to join our Adult Community Education Team.

Reporting to the Adult Community Education (ACE) Manager and working closely with the Community Education Lead and the Higher Education Lead, the ACE Programme Development Officer will support the development, delivery, monitoring, and evaluation of An Cosán's Adult Community Education Programme. The role will also contribute to expanding educational opportunities for learners, responding to local community needs, and promoting lifelong learning.

Job Title	ACE Programme Development Officer
Reports to	Adult Community Education Manager
Contract	3 Year Contract
Probation	6 Months
Location	Jobstown, Tallaght, Dublin 24 Flexible arrangements available regarding hours / days Remote Working / Office Based (minimum three days per week)
Salary	Commensurate with experience

An Cosán (Irish for “The Path”) is Ireland’s largest community education organisation. The mission of An Cosán is to bring about social equality and an end to poverty through community-based adult education, the provision of early years’ education, wraparound services, and empowering social enterprise development. Since 1986 we have supported over 21,000 people to reach new pathways to empowerment via community education.

An Cosán’s Adult Community Education Programme combines a holistic ethos of adult and community education with technologically enhanced teaching methods to offer quality lifelong learning opportunities to adult learners in underserved communities across Ireland.

Key Responsibilities:

- Lead the design, implementation, and review of quality assurance (QA) systems across Further and Higher Education, including overseeing exam/programme boards and liaising with awarding and regulatory bodies (e.g., SETU, QQI, DDLETB).
- Maintain robust records and ensure compliance with QA processes, governance codes, and GDPR; update learner and tutor handbooks as needed.

- Support policy updates, application and data management processes, and the preparation for external reviews.
- Develop and coordinate new projects and initiatives aligned with organisational strategy, including drafting proposals and monitoring progress in collaboration with partners.
- Administer An Cosán's Bursary Fund: oversee application reviews, policy management, documentation, compliance, and reporting on impact.
- Deputise for the ACE Manager and leads as required, assisting in day-to-day programme delivery and ongoing support for learners, tutors, and community partners.
- Engage with public and private funders throughout the programme cycle (proposal, implementation, evaluation).
- Promote a collaborative, solutions-driven team culture.
- Perform other relevant duties as reasonably required by the organisation.

Essential Competencies:

- Experience in education management, administration, or coordination (preferably in further or community education).
- In-depth understanding of adult learning principles and assessment methods, including blended/flexible delivery.
- Demonstrable experience developing and implementing QA policies and documentation.
- Strong data management/reporting skills; ability to uphold assessment quality and integrity.
- Effective stakeholder engagement (learners, tutors, awarding and regulatory bodies, funders).
- Financial acumen, including experience in budgeting and resource allocation.
- Excellent verbal and written communication, attention to detail, and report writing.
- Proficiency with IT systems and CRM platforms; ability to enhance digital tools.
- Strong interpersonal, analytical, and decision-making abilities.
- Capacity to work independently and as part of a team; highly organised, flexible, and adept at managing multiple priorities.

Application Process

Submit a comprehensive CV and cover letter (max. 2 pages) outlining your motivation, relevant skills and experience, availability preferences, and salary expectations.

Please include two professional referees (one must be your current/recent employer)—references will not be contacted without your consent.

Applications should be sent in Word or PDF format to a.niccharthaigh@ancosan.ie with the

subject "ACE Programme Development Officer". Files sent as shared cloud links will not be accepted.

Closing date: COB Friday 28th November 2025.

This role is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme.



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