

Candidate Information

Position: Language Support Officer (Irish)
School/Department: Learning and Teaching Support
Reference: 23/111128
Closing Date: Friday 25 August 2023
Salary: £36,333 - £43,155 per annum
Anticipated Interview Date: Thursday 7 September 2023

JOB PURPOSE:

Working as part of the Language Centre team, this role will support the implementation, development, administration, facilitation, and support of initiatives which will increase Language Centre capacity to support Irish language courses and related on campus initiatives to engage QUB colleagues and students, with an interest in developing their Irish language competence. This role will also contribute to the core work of the Language Centre team in support of our existing and growing offer of language courses and promotional initiatives.

MAJOR DUTIES:

1. Take a lead role in projects, focussed on the expansion, development, design, implementation and facilitation of increasing Irish language learning opportunities, supported by the Language Centre at QUB.
2. Evaluating staff and student feedback, as well as our existing offer and previous initiatives in preparation for new course schedule and design.
3. Work as part of a team to support the existing University Language Centre's offer, including student engagement, course promotion and e-learning support.
4. Support the recruitment of Irish language tutors to support a growing offer in the centre.
5. Ensure the effective maintenance of related process information and documentation, e.g., Course support, outlines and promotional materials.
6. Liaise with colleagues supporting Irish degrees in the School of AEL at QUB to highlight synergies and support collaboration.
7. Provide specialist/professional advice, information, and assistance to colleagues, students, as well as members of the public, keen to develop their language competence.
8. Research and explore trends in language education relating to the use of new applications and best practice approaches in Irish language learning and teaching pedagogy, presenting their suitability for consideration.
9. Evaluate the optimum model to provide for related accredited learning and assessment options and models.
10. Explore the feasibility, and support the promotion and facilitation of, learner trips to Gaeltacht.
11. Collect, analyse, and present reports and results to inform decision making within relevant areas.
12. Contribute to the development and monitoring of directorate and team strategies and plans. Maintain an awareness of relevant University strategies and plans.

ESSENTIAL CRITERIA:

1. Honours degree or equivalent or substantial relevant experience working in a similar role.
2. Substantial experience in the field of Irish Language teaching and/or course development which clearly demonstrates familiarity with the field and commonly held best practices. Experience must include:
 - Experience of developing and supporting Irish language learning offerings and services.
 - Experience of implementing and/or supporting technology-based solutions for Irish language learning and teaching.
 - Experience delivering Irish language training in face to face and online environments, within the past 5 years.
3. Understanding of current learning and teaching approaches, and how these can be supported through educational technology.
4. Experience of using Microsoft/Office 365.
5. Excellent verbal and written communication skills.

6. Good literacy and numeracy skills.
7. Ability to communicate with, and present to, people at all levels across the University.
8. Ability to identify and solve problems.
9. Commitment to the provision and continued development of a high-quality service.
10. Willingness to work flexibly to meet the requirements of the post.

DESIRABLE CRITERIA:

1. Honours or Higher degree with significant Irish Language component.
2. Experience of developing and delivering cultural training and/or events relating to the Irish Language.
3. Experience of using video content management and media editing software applications.
4. Experience of working with Virtual Learning Environment platforms.
5. Experience of teaching in accredited and extra-curricular Irish language learning contexts.
6. Experience of curriculum design in support of language learning and teaching programmes.