



Further Education and Career Development Coordinator

HEN Description of Responsibilities Consecutive terms limited to 5 years

revised October 2020

General Responsibilities for all NCB members

Each NCB member

- shall function within the remit of the HEN Constitution.
- shall treat each other with respect and adhere to the Code of Conduct for NCB Officers as set out per NCB policy.
- has a responsibility, in addition to the specific duties for each role, to participate in matters related to the daily operation of HEN, including discussions and decision making for policies and issues that arise.
- should endeavour to attend a minimum of two NCB meetings in the year in which they serve, from one AGM to the next.
- needs to be able to carry out additional business of the NCB outside of the NCB meetings via electronic means, including by email, Facebook groups and phone.
- Will be aware that any email address they use will come under the remit of the Data Protection legislation. It is therefore advisable that they use a generic HEN email address and not their personal email address for electronic correspondence.

Specific Responsibilities for the Further Education and Career Development Coordinator:

- Create and maintain member-facing information relating to possible routes to 3rd level and further education.
- Develop a network of contacts at major 3rd level and further education institutes across Ireland
- Develop relationships with employers who can offer transition year, internship and apprenticeship opportunities.
- Create and maintain member-facing information relating to employment preparation – e.g. CV creation, interview skills, etc.
- Gather and document statistics and success stories from adults who were home educated.