



JOB DESCRIPTION

Community Employment (CE) Training & Employment Co-ordinator

Position Information:

Job Title: Community Employment (CE) Training & Employment Co-ordinator
Location: Laois Partnership Company, County Hall, Portlaoise, Co. Laois
Reporting to: The SI Manager/CEO

Position Summary:

Laois Partnership Company sponsors a Childcare Community Employment Project for unemployed people who wish to pursue a career in childcare. The Community Employment Training & Employment Co-ordinator will be responsible for the implementation and co-ordination of training and work experience for Community Employment Participants.

Principle Duties and Responsibilities:

1. Manage budgets available for training and materials and financial records including bank reconciliations, wages, material claims etc.
2. Co-ordinate the intake of CE applicants to the project and support the recruitment process.
3. Conduct a Training Needs Analysis and agree an Individual Learner Plan (ILP) with each participant.
4. Identify additional learning supports that may be required for the adult learner.
5. Maintain financial records including wages, bank reconciliations, material claims to Department of Social Protection etc
6. To procure and co-ordinate the delivery of training programmes for CE participants
7. Explore job opportunities for learners by liaising with employers in the area with a view to supporting progression of participants.
8. Liaise with Sub-Sponsor Childcare Centre Managers in relation to the work placement of the participant
9. To procure and co-ordinate the delivery of training programmes for CE participants. (Liaise with providers, monitor participation and progression of training).
10. Support the learner in engaging in the training process. Assist in the learner in overcoming learning obstacles such as adult literacy difficulties. Provide back-up tutorial support to participants where needed. Be available to support and guide the learner in completing assignments to enable them to achieve their QQI Major Award.
11. Create links with Adult Literacy training in the County.

12. Conduct support and supervision meetings with participants to plan work and targets, to review, evaluate and report on work in progress and give feedback.
13. Ensure that all support to childcare services is framed around Síolta and Aistear and includes advice around curriculum, planning, professional practice, legislative and human resource issues.
14. Commit to working collaboratively and linking effectively to other agencies (i.e. statutory and non-statutory agencies) for the purpose of promoting effective policies and quality services.
15. Explore job opportunities for learners by liaising with employers in the area with a view to supporting progression of participants, and reporting to the sponsor.
16. Ensure completed Individual Learner Plans using an in-house computerised data system.
17. Undertake any other relevant tasks as may be assigned from time to time.

Duties and responsibilities of the post are likely to change with the on-going developments of the childcare sector and the changes taking place in childcare provision. The Co-ordinator must have a high level of flexibility and a willingness to accept on-going change in work practices, take part in training when required and have the ability to develop new approaches to their work.

Essential Knowledge, Skills and Experience Required:

Expertise in financial record-keeping and spreadsheets

Good working knowledge of the Childcare Industry

Experience in managing Staff

Experience in the delivery of Adult Education

A demonstrated ability to understand the obstacles for an adult learner in returning to education

Experience of working with statutory and non-statutory agencies

Excellent communication skills

Excellent reporting skills and the ability to work to deadlines.

A current full clean driving licence and own transport is a requirement for this position.

Education:

The Co-ordinator must possess a minimum of a Major 3rd level qualification (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Resources, Project Management or related disciplines.

A nationally recognised qualification in Childcare/Early Years Education would be beneficial.

Hours of Work

Hours will accumulate to 39 Hours per week, Monday – Friday.

Salary will be at Point 1 on the 4 Point Scale - €639.61 per week unless the successful candidate is currently employed as a CE supervisor immediately prior to commencement

Note: Garda Vetting is a requirement for this position and short listing will apply.