

Job Description & Responsibilities

Job Title

LTI Coordinator: Home Improvements Skills Programme, Roscommon LEADER Partnership

Reporting to:

Social Inclusion Community Activation Programme (SICAP) Co-ordinator, Roscommon LEADER Partnership

Contract duration:

The position is on a fixed term contract until 06/06/2023, the duration of the contract after the current course is finished, is subject to demand for the next course.

The success and continuation of the project will be subject to numbers and demand for the course, Learner progression to employment and further education. The current class is due to finish on the 26/05/2023. The new course is scheduled to start in June, subject to demand.

Location:

Carrick-on-Shannon Showgrounds, Cortober, County Roscommon.

Course Overview:

The course will be focusing on home repairs and maintenance skills to prepare eligible trainees for construction related employment / self-employment.

This is a 26-week local training initiative based in Carrick Showgrounds, Cortober, Co. Roscommon. The first course run from May – November 2022 was a successful and popular course which proved adept for the needs of the participants. There was an over subscription of applications for this current course in November 2022 which can only be seen as positive when the third running of the course is being planned for.

Job Summary

The position of LTI Coordinator involves the delivery of QQI modules to learners and coordination of training on a Galway/Roscommon Education and Training Board supported Local Training Initiative. The position includes coordinating where necessary in managing and supporting the participants on the Local Training Initiative and ensuring participants receive the required training to acquire a range of skills relating to home improvements.

The position of LTI Coordinator involves the delivery and coordination of training on an established Galway/Roscommon Education and Training Board supported Local Training Initiative.

The position includes managing and supporting the 13 participants on the Local Training Initiative and ensuring participants receive the required training to acquire QQI and Industry Certification and develop other necessary skills, including personal development and confidence building. The position will involve procuring and managing external suitably qualified tutors and ensuring that relevant training is delivered to relevant standards and that all the necessary paperwork is in place. There is currently a trade tutor employed to deliver

the hands on practical elements of the course, the practical elements of this course make up the majority of the programme.

This Local Training Initiative will focus on home improvements / construction related employment skills. The proposed accredited modules are:

- Home Maintenance QQI Level 4
- Team working QQI Level 4
- Health & safety module including farm safety QQI Level 5
- Landscaping/Garden Design and Maintenance
- Small engine repairs
- Manual handling
- Basic IT via Digital skills
- Safe Pass
- Recycling and the Green Economy
- Start Your Own Business Workshops
- Introduction to Social Enterprise Workshop
- Cookery and Nutrition
- Tickets for Operating Construction Machinery to include Forklift
- Introduction to Green Certificate
- Work placement

Responsibilities:

- Provide Training to course participants. (*Trainer is in place to deliver the bulk of the course*)
- Be responsible for the promotion and recruitment of participants for the programme supported by the SICAP Coordinator in April 2023.
- Assist in the provision of on-going support to learners to ensure they benefit from and successfully complete the programme
- General administrative tasks associated with the design, delivery and evaluation of modules for the LTI
- Take part in regular meetings with the relevant SICAP Coordinator to develop on-going work plans / schedules to ensure smooth management of the project
- Assist in the provision of individual support and evaluation to all course participants
- Liaise with the Assistant coordinator in relation to developing a range of local stakeholders to arrange volunteer work placement opportunities for learners in the local community
- Coordinate in the development of individual learning plans with learners and facilitate progression to other forms of training, education or employment
- Assist in the production and retention of all project records in accordance with the requirements of the GRETB / QQI
- Assist in the monitoring, recording and reporting of course participants' attendance to GRETB on a weekly basis
- Any other duties that may be assigned from time to time or as the programme evolves

Suitable candidates must have:

- A relevant nationally recognised qualification in teaching.
- Formal qualifications to QQI level 6 or above in Business/Entrepreneurial Skills (desirable but not essential)
- A minimum of 2 years' experience in the above
- Knowledge of QQI qualifications and modules
- The ideal candidate will have at least two years' experience of working with economically, socially, geographically and / or educationally disadvantaged learners
- Have a high level of general administration and organisational skills
- Have an ability to lead and drive the program forward for the benefit of the group.

NOTE

This list of duties is not exhaustive and will change in line with the ongoing development of Roscommon Integrated Development Company's operations and services.



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na Gaillimhe agus Ros Comáin
*Galway and Roscommon
Education and Training Board*