



Invites applicants for the position of

Local Training Initiative - Assistant Coordinator

Background: Roscommon LEADER Partnership (RLP) is an integrated local development company working throughout County Roscommon. We deliver a range of programmes on behalf of Government department and agencies.

The position of **Local Training Initiative - Assistant Coordinator** (LTI Assistant Coordinator) involves the delivery and coordination of training on a Galway/Roscommon Education and Training Board supported Local Training Initiative. The position includes assisting where necessary in managing and supporting the participants on the Local Training Initiative and ensuring participants receive the required training to acquire a QQI Level 5 Business Administration Award and develop other necessary skills, including personal skills.

Region: Roscommon
Employer: Roscommon LEADER Partnership CLG
Hours: 9:00am – 5:00pm, Monday - Friday
Location: Based in Ballaghaderreen, Co. Roscommon
Salary: €29,781 per annum

To apply:

- Review the detailed **Job Description** (attached)
- Submit your CV and cover letter by email to recruitment@ridc.ie
- **Closing date: 1.00pm, Monday the 4th of September 2023**

Interviews to take place 08/09/2023

Short listing will apply. A panel may be formed from which future vacancies may be filled

The position is subject to the completion of a satisfactory Garda Vetting process

All the posts are subject to ongoing funding

Roscommon LEADER Partnership is an Equal Opportunity Employer



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Galway and Roscommon
Education and Training Board



Job Description

Local Training Initiative - Assistant Coordinator

Job Summary

The position involves assisting the team where necessary in managing and supporting the participants of the Local Training Initiative and ensuring participants receive the required training to acquire a QQI Level 5 Business Administration Award and develop other necessary skills, including personal skills.

This Local Training Initiative will focus on business administration. The proposed accredited modules are:

- Business Administration
- The Internet
- Web authoring
- Communications
- Work Experience
- Databases
- Spreadsheets
- Book keeping Manual and Computerised
- Payroll
- Digital Marketing
- Word Processing

Responsibilities:

- Deliver training at QQI levels 4 and 5 to course participants.
- Co-ordinate the promotion and recruitment of participants for the programme
- 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 Assistant 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
- Complete monthly claims process and submit required monthly financial paperwork to GRETB
- Adhere to procurement and purchasing guidelines in place with GRETB
- 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
- Relevant qualifications in e-business/business studies
- Formal qualifications to QQI level 6 or above in Business/Entrepreneurial Skills
- A minimum of 3 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
- Full clean driver's license
- Have a high level of general administration and organisational skills
- Payroll experience is desirable but not essential.

Other Relevant Information**Conditions of Work**

- The is a full-time position of 35 hours per week
- Salary is €29,781 per annum
- The contract is subject to continued funding
- A six-month probation period will apply
- The position will be based in Ballaghaderreen
- The annual leave year runs from January 1 to December 31. Your annual leave entitlements shall be 21 days (pro-rotta) over a twelve-month period.

Garda Vetting

- The position is subject to the completion of a satisfactory Garda Vetting process.

NOTE

This job description and list of duties is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of Roscommon Integrated Development CLG's operations and needs of the services.



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