

**Job Title:**

LTI Assistant Coordinator: Roscommon Leader Partnership

**Reporting to:**

Roscommon Leader Partnership

**Location:**

Ballaghaderreen , County Roscommon.

**Job Summary**

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

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

- eBusiness Studies
- The Internet
- Web authoring
- Entrepreneurial Skills
- Work Experience
- Start your own Business
- Book keeping Manual and Computerised
- Digital Marketing

**Responsibilities:**

- Provide Training to course participants.
- Assist in 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 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 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.
- Relevant qualifications in ebusiness/business studies.
- Formal qualifications to FETAC level 6 or above in Business/Entrepreneurial Skills
- A minimum of 3 years' experience in the above
- Knowledge of FETAC 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

#### **Selection Process**

- Application is by cover letter and CV by email only to : [martinaearley@ridc.ie](mailto:martinaearley@ridc.ie) by Friday 17<sup>th</sup> February at 1.00pm
- Short listing will take place immediately on close of application.
- Suitable candidates will be employed on a full time basis for a 12-month period
- Canvassing will disqualify
- Garda vetting may apply

