

Job Description & Responsibilities

Job Title

Assistant LTI Training Coordinator: Roscommon Leader Partnership

Reporting to:

LTI Training Coordinator, Roscommon Leader Partnership

Location:

Boyle, County Roscommon

Job Summary:

The position of Assistant LTI Training 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 QQI Level 4 ICT Award and develop other necessary skills, including personal skills.

This Local Training Initiative will focus on ICT and Tourism. The proposed accredited modules are:

- Communications
- Mathematics
- Web Design
- Tourism Visitor Care
- Information Technology Skills
- Work Experience
- Computer Applications
- Graphic Design
- Digital Media Technology
- Workplace Safety
- Team-working

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 the following necessary skills and qualifications:

- A relevant nationally recognised qualification in teaching/training
- Experience in supervision of people, the co-ordination of training and the ability to work as part of a team
- Knowledge of QQI qualifications and modules
- Have a high level of general administration and organisational skills
- A high competency in the use of the Microsoft Office Suite and excellent computer skills

The following are desirable:

- Relevant qualifications in ICT/Web Design
- Formal qualifications to QQI level 6 or above in their particular training discipline
- The ideal candidate will have at least two years' experience of working with economically, socially, geographically and / or educationally disadvantaged learners
- Knowledge of local Tourism would be an advantage

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.

