



Invites applicants for the position of

Digital Skills Tutor

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.

Role Overview: This role is responsible for the development and delivery of Roscommon LEADER Partnership's Digital Skills – Click & Connect Roscommon programme the delivery of all associated contract obligations and targets including obtaining eligible participants under the contract.

Employer: Roscommon LEADER Partnership CLG
Job Title: Digital Skills Tutor - Click & Connect Roscommon
Hours: 15 hours per week
Salary rate: Based on the rate of €17.68 per hour
Contract: Fixed term to March 2027
Location: Based in the Head Office in Roscommon Town or one of RLP's outreach offices
Reporting to: Lead SICAP Coordinator

Key Responsibilities:

Outlined below are the key responsibilities for this role:

- Obtain all required project targets as defined by the Project Manager.
- Update the funder's IT system in relation to all training records and maintain all required project documentation via the required paper and computer systems.
- Prepare and assist with the delivery of external and internal audits relating to the project and funding contract.
- Address all funders requirements and queries.
- Prepare all training material via paper and the internet using you tube and other social media for both the participant and the trainer.
- Promote and recruit in compliance with the contract requirements.
- Co-ordinate training delivery and trainers at a local and national level.
- Liaise with members of the local and National project steering group.
- Put particular emphasis and focus to ensure the delivery of the project to members of the Agricultural sector and rural dwellers as outlined in the application and contract.
- Assist all members of the team and external subcontractors with the delivery of the programme in compliance with all the programme and funders requirements at both a local and national level.
- Assist with the preparation of funders reports and returns.
- Maintain financial files and records
- Administer employee files and records in order to ensure accuracy
- Administer all aspects of the project.
- Meet all the key performance indicators as defined in the application and funding contract.
- Manage the filing, storage and security of all project documentation.
- Maintain all insurance coverage and ensure all training delivery is delivered with full insurance.
- Ensure all subcontractors and trainers supply the necessary documentation including tax clearance and relevant insurance and indemnity cover prior to any training taking place.

- Work in accordance with company procedures manual and Health and Safety manual
- Attendance of any training courses required by management
- Promote Roscommon LEADER Partnership and all its programmes where possible with a view to its development and sustainability going forward.
- Participate in fundraising activities and delivery of training and promotional events which may be outside of normal working hours.
- Undertake any other duties as required in order to meet the requirements of the project and adhere to all the instructions of your line Manager, CFO, CEO and Board of Roscommon LEADER Partnership
- Confidentiality to be maintained at all times.

Essential Skills & Experience Required:

The applicant must meet the eligibility requirements below including satisfying the following requirements:

Skills/Knowledge

- Highly organized
- Excellent written and oral communication skills
- Good attention to detail. Ability to work as part of a team as well as on own initiative
- Excellent IT skills including Microsoft Office
- Strong secretarial skills
- Have a working knowledge of the Irish Department of Agriculture schemes and related Information Technology systems.
- Have relevant training delivery qualifications & relevant experience of recruiting participants & delivering training.
- Have experience of presenting to groups project concepts and proposals to bring these concepts into a reality.
- Have organisational and management experience in relation to co-ordinating steering groups and networks.
- Have extensive knowledge of the various Agriculture and Rural Development Agencies, Networks and Training & Education Bodies at both a National and local level in the Republic of Ireland.
- The ideal candidate will have strong clerical, administration ability and computer literacy & experience.
- A general understanding of funding applications.
- Full clean Driver's License and access to a car is essential.
- Garda vetting is a requirement.

Education

- A relevant third Level qualification to honour degree level.

Experience

- Minimum of 1 years' experience of training programme development and delivery ideally of a digital skills programme.
- Experience of project co-ordination.
- Experience of budgeting and financial record keeping.
- Experience of keeping comprehensive training records and systems.
- Experience of preparing financial and project returns and project evaluation

To apply:

- Submit your CV and Cover Letter by email to recruitment@ridc.ie
- **Closing date: 1.00pm, the 31st of March 2026**
- *Interviews will be held on Tuesday the 7th of April 2026*

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

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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