

ADVERT ID 111738

## General

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### Learning Together

Shanbally House Shanbally Toomevara Nenagh E45 FY66  
<https://www.learningtogether.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Tue Sep 18 2018 16:55:30  
**Application Closing Date:** Tue Oct 2 2018  
**Commencement Date:** Mon Oct 22 2018  
**Status of Post:** Other  
**Number of Vacancies:** 1

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#### POST DETAILS

**Title:** Educational Training & Development Co-ordinator  
**Description:** An educational training and development company has a vacancy for a permanent, full-time co-ordinator to support the further growth of the company which provides online CPD and coaching services to schools, colleges and third level institutions in Ireland. This is an ideal position for a recently retired second level school principal, a teacher on a career break or a highly skilled administrator with experience or interest in Education.

##### Scope of Role:

- \* Co-ordination of training events, administration of online learning management systems.
- \* Client service and support.
- \* Management and delivery of training and development events.
- \* Liaison with internal billing and financial roles and external partners.

##### Required professional experience and attributes

- \* Third level qualification in Education, Training & Development or related field.
- \* Minimum 2-5 years teaching or training and development experience.
- \* Excellent attention to detail, communication and interpersonal skills.
- \* Able to work and problem solve under own initiative with good time management skills.
- \* Computer Literacy, with strong Microsoft Office Word, Excel, PowerPoint and Outlook skill.

- Salary/Remuneration package commensurate with experience.

##### How to apply:

- \* Email CV and covering letter outlining why this position appeals to you to: [nduggan@learningtogether.ie](mailto:nduggan@learningtogether.ie)

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Apply To:** Learning Together  
Shanbally House  
Shanbally  
Toomevara  
Co. Tipperary  
E45 FY66

**County:** Tipperary

**Enquiries To:** [nduggan@learningtogether.ie](mailto:nduggan@learningtogether.ie)  
067 26363

**Website:** <https://www.learningtogether.ie>

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