

ADVERT ID 230515

General

Roscommon LEADER Partnership

The Cube FlexiSpace Lanesborough Road Roscommon F42DX61
<https://www.rosleaderpartnership.ie>



MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Fri Mar 14 2025
Application Closing Date: Fri Mar 21 2025
Commencement Date: Tue Apr 1 2025
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:
 Tutor / Assistant Coordinator - LTI Local Training Initiative

Description:
 The position of Local Training Initiative - Tutor / Assistant Coordinator (LTI Tutor / 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.

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

Further information available on :
<https://www.rosleaderpartnership.ie/job-opportunities/>

Location of position: Ballaghaderreen, Roscommon

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

APPLY TO THIS JOB VACANCY

Apply To: recruitment@ridc.ie
County: Roscommon
Enquiries To: recruitment@ridc.ie
Website: <https://www.rosleaderpartnership.ie>
Further Information: <https://www.rosleaderpartnership.ie/job-opportunities/>

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