Job Description

Job Title: Assistant Coordinator

Project: Meath Opportunities for Training LTI

Employer: Tabor House and Community Initiative CLG

About:

Meath Opportunities for Training (MOT) is a Local Training Initiative that was set up in to assist people who are in recovery from an addiction. It works closely with Tabor House Addiction Treatment Centre in Navan.

It is funded through the Louth and Meath Education and Training Board (LMETB).

The programme is designed to enhance the learner's opportunity to acquire new skills, develop the knowledge and experience necessary for progression into employment, further training or continued education. All training provided is at QQI Level 4.

The modules offered are:

Personal and Interpersonal Development 4N1131

Painting 4N1871

Drawing 4N1878 and

International Computer Driving Licence

Additional awards offered include Manual Handling, Safe Working at Heights and Rotary Tools Safety

MOT LTI offers learners:

• A training programme to support learners' engagement and eventual participation in the workforce or to progress to future training or education.

• A structured programme to meet individual learner needs and interests.

• A positive and welcoming environment to build confidence and skills development.

Job Summary:

The Assistant Coordinator plays a pivotal role in supporting the Coordinator in the effective management of the training programme.

This position is responsible for ensuring that participants receive comprehensive training in compliance with QQI (Quality and Qualifications Ireland) standards.

The Assistant Coordinator will also be responsible for maintaining accurate programme records, generating monthly reports, and assisting in various administrative tasks associated with the programme.

The Assistant Coordinator will report directly to the Coordinator.

Key Responsibilities:

Programme Management and Development:

- Deliver both mandatory QQI[1] and non-mandatory training modules in accordance with programme requirements.
- Collaborate with the Coordinator to oversee the day-to-day operations of the training programme.
- Manage QQI administration tasks, including the preparation of programme reports.
- Provide support to tutors to ensure the delivery of modules meets QQI standards.
- Facilitate and, if necessary, provide substitute support sessions for tutors in case of absences.

Programme Administration:

- Ensure that all programme and participant paperwork is completed accurately and in a timely manner.
- Generate monthly progress reports to track participant performance and programme effectiveness.
- Maintain secure and up-to-date records for all programme participants.
- Ensure weekly work schedules and attendance sheets are accurately maintained and submitted to the relevant authorities within the prescribed timeframes.
- Conduct regular progress evaluations with participants and complete Participant Progress Forms for each individual Learner.
- Assist in organising and participating in meetings with tutors and participants, documenting key discussions, and reporting outcomes to the Board of Management
- Immediately report any incidents or accidents related to the programme to the Board of Management for prompt resolution.

[1] Preferences: Personal & Interpersonal Development 4N1131 or
Career Planning 4N1109 or
Career Preparation and Planning 4N21060 or
Drawing 4N1878 or
A similar suitable Level 4 module

Learner Support and Supervision:

- Identify the unique learning needs of individual learners and contribute to their personal and professional development.
- Develop and maintain a structured portfolio for each learner with the aim of achieving accreditation.
- Conduct both group and one-on-one discussions with learners when appropriate to foster effective programme engagement and address potential issues.
- Contribute to the identification and management of conflicts among learners, promoting a harmonious learning environment.

Qualifications and Requirements:

- Have experience of working with economically, socially, geographically and/ or educationally disadvantaged learners.
- Have a third level academic qualification/or relevant experience.
- Have a recognised Training Qualification.
- Have experience of training QQI modules at level 4.
- Have strong IT Skills

Skills and Competencies:

- Excellent communication and interpersonal skills.
- Proficiency in programme administration and documentation.
- Strong organisational and time-management abilities.
- Knowledge of QQI standards and accreditation processes (preferred).
- Ability to work effectively in a team and independently.
- Problem-solving and conflict-resolution skills.
- Attention to detail and accuracy in record-keeping.

Work Environment:

The position is at the Meath Opportunities for Training LTI centre at Units 1&2, Eamon Duggan Estate, Athboy Road, Trim, Co. Meath, C15 V020

Hours of work:

Hours of work are 39 hours per week, times as agreed with the Co-ordinator.

Rate of Pay: €601.71 per week gross

Application Process:

Applicants are required to forward a current CV and cover letter, by e-mail only, to office@motlti.ie and mark for the attention of, Bernard Kenny, Chairperson, MOT LTI, Unit 1 & 2 Eamon Duggan Industrial Est, Athboy Road, Trim, Co Meath.

Due to the volume of applications typically received only those short-listed for interview will be notified. Short listing will be carried out based on information supplied on your CV. The criteria for short listing are based on the requirements of the post as outlined in the job description and person specification attached.

Closing date for applications is 23rd May

Interviews will be held week beginning 9th June 2025

Start date for the position will be Monday 7th July 2025 or sooner if possible.

More details on our websites: http://meathopportunitiesfortraining.ie/

and http://motlti.ie/