

## Job Description

**Role:** Local Training Initiative Assistant Coordinator

**Closing Date:** 12/08/22

**Reporting to:** LTI Coordinator (on behalf of FIT CLG)

**Place of Work:** FIT Office Ballina, Co. Mayo

**Working Hours:** 39 hours per week. The typical working day is 8.30am – 5.00 pm but the post holder will be required to work outside normal working hours (i.e. evenings and weekends) on occasion. Occasionally the post holder may be requested to attend and work from the FIT head office in Glasnevin.

**Employer Profile:** FIT's mission is to promote an inclusive Smart Economy by creating a fast track to marketable technical skills for those most vulnerable to sustained long term unemployment. It is the primary industry skills development initiative in Ireland. In collaboration with Mayo, Sligo and Leitrim Education and Training Board, FIT is currently seeking an appointment to assist the implementation and day-to-day coordination of an innovative (LTI) Local Training Initiative Programme, which will be located in Ballina Co.Mayo.

**Role Outline & Context:** This LTI programme aims to provide its learners with the opportunity to engage in accredited training relating to advanced manufacturing, also identifying progression routes into further training, education, and employment options available to them. The LTI Assistant Coordinator will assist in developing and day-to-day implementation of the LTI programme in consultation with all stakeholders. The LTI Assistant Coordinator will assist with QQI and City and Guilds accreditation and will deliver programme elements to intake groups to include modules relating to manufacturing and transversal skills development.

### Duties and Responsibilities:

1. Assist in the running of full-time LTI project,
2. Assist in coordinating the learners' registration with ETB,
3. Assist in the design, delivery, and evaluation of modules for the LTI,
4. Assist in the planning and execution of accreditation of the LTI modules,
5. Hands-on delivery of training QQI and City and Guilds modules at level 4,
6. Provide individual support and evaluation to all course participants,
7. Support the evaluation of learners progress with regular group and individual sessions,
8. Develop individual learning plans with learners and facilitate progression to other forms of training, education, or employment,
9. Assist with the compliance of all FIT and MSLETB requirements,
10. Assist in the production and retention of all project records in accordance with the requirements of FIT and MSLETB,
11. Monitor, record, and report course participants' attendance to ETB weekly,
12. Implement Health and Safety procedures as per current legislation.

## Person Specification

### ***Skills and Experience - Essential:***

- Must have teaching and experience working with ETB initiatives or LTI projects for at least two years,
- Degree qualified (NFQ Level 7 Award min) or equivalent,
- Train the Trainer,
- Qualification in the area of manufacturing or soft skills tutoring,
- Have the ability to work on own initiative as well as a part of a team,
- Experience and ability to deal with the public.

### ***Skills and Experience - Desirable:***

- Other qualifications specific to Education and Training.

**Closing Date:** The closing date for applications is 5:00pm on the 12/08/22. Applications can be submitted by email to [andrewfinn@fit.ie](mailto:andrewfinn@fit.ie) and must include a CV and covering letter.

The job description as presented is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post holder and his/her line manager.

**DATA PROTECTION AND CONFIDENTIALITY:** All staff are responsible for ensuring that any personal data which they hold is kept securely; personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party, and personal data is only used for the purpose for which it is being held.

**EQUAL OPPORTUNITIES:** It is the responsibility of the post holder to promote equal opportunity and recognition of diversity throughout the apprenticeship programme.

**HEALTH AND SAFETY:** The post holder will be required to: promote health, safety, and welfare in all aspects of the apprenticeship programme and to undertake their duties and responsibilities in full accordance with the FIT's Health & Safety Policy and Procedures and take responsible steps to safeguard their own safety and that of others with whom they work.