

**Role(s):** Local Training Initiative Assistant Coordinator x2 (Permanent): One Post in Dunshaughlin, Co. Meath, One Post in Ballina, Co. Mayo **Closing Date:** 27th January 2023 **Salary:** Circa 30k pa

**Reporting to:** LTI Coordinator

**Place of Work:** FIT (Fastrack into Information Technology), Aerbridge House, Dunshaughlin, Co. Meath and Teeling Street, Ballina, Co. Mayo

**Apply:** Email CV & cover letter to [jennifermurray@fit.ie](mailto:jennifermurray@fit.ie) (Ballina) and [rosemarybrady@fit.ie](mailto:rosemarybrady@fit.ie) (Dunshaughlin).

**Working Hours:** 39 hours per week. The typical working day is 8.30am – 5.00 pm. The post holder may be required to work outside normal working hours (i.e. evenings and weekends) on occasion. The post holder may also be requested to attend other FIT sites from time to time.

**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 & Leitrim Education and Training Board (MSLETB), and Louth and Meath Education and Training Board (LMETB) FIT is currently seeking appointments to assist in implementation and day-to-day coordination of an innovative Local Training Initiative Programme (LTI). One LTI is being provided in Ballina and one in Dunshaughlin.

**Role Outline and Context:** This LTI programme will provide accredited training in employability skills and advanced manufacturing. It will also identify progression routes into further training, education, and employment options that are available to participants. The LTI Assistant Coordinator will assist and contribute to the day-to-day operation of the LTI programme in consultation with all stakeholders.

#### **Duties and Responsibilities:**

- Assist in the coordination of the full-time LTI programme
- Assist in the promotion and recruitment of participants for the programme
- Administer the registration of learners with MSLETB/LMETB
- Design and evaluate training provision
- Assist with the accreditation of the LTI modules
- Hold regular meetings with external tutors to develop ongoing work plans/ schedules to ensure smooth management of the project
- Provide individual support and evaluation to all learners
- Assist in the evaluation of learners progress with regular group and individual sessions
- Monitor individual learning plans with learners and facilitate progression to other forms of training, education, or employment
- Comply with all MSLETB/LMETB and FIT quality assurance requirements
- To deliver mandatory QQI and City and Guilds training modules, including technical, employability, work experience, and soft skills modules

#### **Person Specification**

- Have a third level academic qualification (essential)

- Have a recognised Training qualification such as IITD or QQI (essential)
- Enjoys supporting others to reach their goals (essential)
- Empathetic, friendly, honest, patient and open personality (essential)
- Possess strong verbal and written communication skills (essential)
- Experience with IT systems such as Outlook, Excel, Word, PowerPoint (essential)
- Possess strong organisational skills (essential)
- Have the ability to work on own initiative as well as a part of a team (essential)
- Experience and ability to deal with the public (essential)
- Have some experience of working with economically, socially, geographically and /or educationally disadvantaged learners (desirable)
- Have experience in training of QQI modules NFQ Level 4 and 5 standard (desirable)
- Experience of Learning Management systems and Customer Relationship Management systems (desirable)
- Have a proven track record in administration, including basic budget management, governance, time-tabling, and scheduling (desirable)

### **Other**

The mobility required for this role includes the use of a laptop, phone and photocopier. Occasional travel may be required, for which expenses will be covered. For an informal discussion on the role, please feel free to contact [jennifermurray@fit.ie](mailto:jennifermurray@fit.ie) or [rosemarybrady@fit.ie](mailto:rosemarybrady@fit.ie)

**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 programme.

**HEALTH AND SAFETY:** The post holder will be required to: promote health, safety, and welfare in all aspects of the 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.