

Job Title:

Assistant Local Training Initiative Coordinator: Wexford Local Development

Location:

New Ross, County Wexford.

Job Summary

The position includes assisting the coordinator to ensure that participants receive the required training to acquire a QQI Major Level 3 Employability Skills Award on our WWETB supported LTI and that they acquire the necessary knowledge and skills to successfully deal with substance misuse and criminality issues.

This LTI will focus on delivering training modules to develop participant employability skills. In addition, the successful candidate will coordinate the delivery of one to one key working and group supports that will enable clients to address issues of substance misuse and criminality.

Responsibilities:

- Assist in the provision of training and development programmes to course participants.
- To become part of the wider Cornmarket Project services delivery team.
- General administrative tasks associated with the design, delivery and evaluation of modules for the LTI.

- Assist 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 WWETB, QQI and WLD requirements.
- Any other duties that may be assigned from time to time as the programme evolves.

Experience required:

- A relevant qualification in a similar role, training and substance misuse.
- Knowledge of QQI system qualifications and modules.
- The ideal candidate will have at least two years' experience of working with socially excluded clients, including substance misusers.

Short listing will take place and a panel may be formed in relation to future similar roles. Wexford Local Development is an equal opportunities employer.

Salary

To be confirmed

Hours

39 hours per week

Contract Type

Permanent - yearly renewable subject to continued funding

Job Type

Full time

Job Start Date

04.09.2017

Advertise this job

from 17.07.2017 to 14.08.2017

Candidates apply by email only

Application should be made by cover letter and CV clearly marked 'LTI Assistant Coordinator Position', by email only to: crossiter@cornmarketproject.com to be received by close of business on Tuesday 15th August.