

Job Title:

LTI Coordinator: Wexford Local Development

Reporting to:

Wexford Local Development - The Manager of the Cornmarket Project

Location:

New Ross , County Wexford.

Job Summary

The position of LTI Coordinator involves the delivery and coordination of training on a Waterford Wexford Education and Training Board supported Local Training Initiative. The position includes managing and supporting the participants on the Local Training Initiative and ensuring participants receive the required training to acquire a Major FETAC Level 3 Employability Skills Award and other necessary skills, including dealing with substance misuse issues.

This Local Training Initiative will focus on employability skills. The proposed modules that will be delivered are:

- Career Preparation, Functional Mathematics, Personal and Interpersonal Skills, Computer Literacy, Digital Media, Horticultural Tools and Equipment, Plant Identification Care and Maintenance, Handling Food Hygienically, Food and Nutrition, Woodwork, Painting.
- 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:

- Provide training and development programmes to course participants.
- Ensure the promotion and recruitment of participants for the programme
- Provide 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 Manager and Team Leader to develop on-going work plans / schedules to ensure smooth management of the project
- Ensure the provision of individual support and evaluation to all course participants
- Liaise with the Team Leader in relation to developing a range of local stakeholders to arrange volunteer work placement opportunities for learners in the local community
- Coordinate the development of individual learning plans with learners and facilitate progression to other forms of training, education or employment
- Ensure the production and retention of all project records in accordance with WWETB, QQI and WLD requirements.
- Ensure the effective monitoring, recording and reporting of course participants' attendance on a weekly basis
- Any other duties that may be assigned from time to time or as the programme evolves

Suitable candidates must have:

- A relevant qualification in a similar role .
- Relevant qualification in working with substance misusers.
- A Train the Trainer qualification and a minimum of 3 years' experience in delivering similar training.
- Knowledge of QQI system qualifications and modules.
- The ideal candidate will have at least three years' experience of working with socially excluded clients, including substance misusers.
- Have a high level of general administration and organisational skills

Application Process

- Applications by cover letter and CV, by email only to : crossiter@cornmarketproject.com by close of business on Tuesday 15th August.
- 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.