

<https://www.activelink.ie/node/109610>



Craol are now seeking applications from suitably qualified candidates for the role of Project Coordinator. This role is on a consultant contract basis only.

The contractor will be expected to deliver services in the following areas:

- Provide administrative support to the Craol Coordination Committee and subgroups.
- Be responsible for all QQI course administration including organising/facilitating Trainer CPD's
- Organise industry specific workshops for station members
- Organising ethos promoting events.
- Work closely with Craol's Compliance and Development Coordinator and Bookkeeper.

Time Frame

This is a 5-month contract covering 73 days. (avg. 3 days per week with need to be flexible) with the view to renewing the contract in January 2025 subject to funding.

This flexible role is mostly remote but may require some office-based attendance.
Some travel, evening work and occasional overnight stays and weekend work may apply.
Use of a vehicle and hold a full driver's license.

Remuneration.

The daily rate for this role is €180, inclusive of VAT, invoiced monthly.

Applications via email only to chair@craol.ie (<mailto:chair@craol.ie>) and must include a cover letter and CV.

Closing date for applications is 5pm on Wednesday the July 24th, 2024.

Shortlisting may apply with interviews to be held on Tuesday the 30th of July.

Funded by Coimisiún na Meán through the Sectoral, Learning & Development Fund.

Region

Remote

Date Entered/Updated

17th Jul, 2024

Expiry Date

24th Jul, 2024

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