

South West Mayo Development Company: Life Long Learning Officer (<https://www.activelink.ie/node/109669>)



South West Mayo Development Company CLG

Role: Life Long Learning Officer

Reporting To: Social Inclusion Coordinator

Role Purpose/ Description:

The Life Long Learning Officer will work as part of the Social Inclusion & Community Activation Programme (SICAP) team, supporting people to access training and learning opportunities.

Key Responsibility Areas

As part of the role, you will:

- Engage with and support SICAP-eligible individuals to achieve a caseload target under Goal 2 of SICAP, in the achievement of thematic area G2:2 – Providing lifelong learning opportunities, and associated outcomes.
- Link in with RSS/Tús Coordinator to deliver skills based, lifelong learning supports to scheme staff.
- Support SICAP eligible people to access remote learning options, improve their digital skills and digital literacy.
- Represent SWMDC on relevant fora to support collaboration and co-operation.
- Manage relevant paperwork, individual client files, action files and associated follow ups in line with SICAP requirements.
- Present regular work/progress reports for SICAP staff team, funding agencies and the SWMDC Board.
- Contribute to the promotion of programmes and events on SWMDC website and social media platforms.
- Excellent project management and time-management skills. In line with current public health guidance.

This list of duties is not exhaustive, and you may be assigned other duties as assigned by the Social Inclusion Coordinator to support the aims and objectives of SWMDC's social inclusion remit.

Desirable Experience

- Ideally, three years' experience in similar role.
- Experience of delivering digital skills training.
- Proven ability and experience of working with a wide range of people who are socially excluded.

Qualifications

- Candidates should hold a relevant third-level qualification in training and education, ICT or related programme of education.

Other Relevant Information

The successful candidate will possess:

- Strong communication skills, including proficiency in IT.
- Ability to work well as part of a team and take own initiative to address issues as they arise.
- Commitment to equality, community development and social justice.
- Good knowledge of the community and voluntary sector in Mayo is desirable.
- The successful applicant may be required to be Garda vetted
- A full driving license and access to own transport is essential.

Terms & Conditions of Employment

1. Salary

Salary will be commensurate with qualifications and experience.

2. Duration of Contract

This is a full-time fixed-term contract for six months subject to probation and satisfactory performance.

3. Probation

Probation period of three months will apply.

4. Working Hours

9am – 5pm five days a week (35 hours per week).

5. Annual Leave

For new staff appointments, annual leave is 25 days per annum.

6. Travel & Subsistence

Travel and subsistence will be paid at public sector rates.

7. Location of the position

George's Street, Newport, Co. Mayo.

Selection Process

Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description and person specification.

How to apply

Please submit your Curriculum Vitae and cover letter by email to jobs@southmayo.com (<mailto:jobs@southmayo.com>) quoting LifeLongLearningOfficer_Application_YOURNAME in the subject line.

Please save your CV as YOURNAME_CV and your cover letter as YOURNAME_CoverLetter.

IMPORTANT: Please check your junk and spam folders throughout this recruitment campaign, as SWMDC does not accept any responsibility for missed communication.

The closing date for applications for this role is **12 noon on Monday, 22 July 2024**. Late applications are not accepted.

Region

Newport, Co Mayo

Date Entered/Updated

19th Jul, 2024

Expiry Date

22nd Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/community/109669-south-west-mayo-development-company-life-long-learning-officer>