

Women's Community Projects (Mullingar): Training & Education Coordinator and QCI Quality Assurance Officer **(<https://www.activelink.ie/node/111951>)**



WCP Mullingar is a not-for-profit organisation, with charitable status. Established in 1985, with almost 40 years of experience, our main aim is to support the women of Mullingar and the surrounding areas and their families; to be empowered through education, training and community enterprise support. WCP Mullingar invite applications for the following two positions:

Training & Education Coordinator

(35 hours per week)

- The position of Training & Education Coordinator (T&E Coordinator) involves the overseeing and management of the Training & Education Department, including daily management, planning and implementation of programme delivery.
- Identify and support training needs, educational provision, development opportunities & initiatives and recruitment of Learners.
- To identify and form strategic partnerships for course development, validation, and delivery.
- Induction, Supervision & Training of Staff, Volunteers & Tutors in the T & E Department & other areas as required.
- Overseeing the Department finances.
- Advertising & designing marketing materials / content & updating social media platforms regarding the activities of the T & E Department and WCP Mullingar.
- Overseeing and management of related areas such as reception and canteen.

Competencies & Qualifications Required:

- Minimum Level 7 in Training & Education, Community Education, Community Development and / or related areas.
- Minimum of 3 years relevant Work Experience in a similar role & of supervising staff at appropriate management level, including preparing staff rosters.
- Excellent Planning, Administration, Organisational, Multitasking, Interpersonal, Communication & Presentation skills.
- Proven track record of educational programme delivery, monitoring, reporting to a range of stakeholders & working to deadlines.

Remuneration: The full-time salary for this position is €43,500.60 (Pro Rata 35-hour contract).

QCI Quality Assurance Officer

(10 hours per week)

- The position of Quality Assurance (QA) Officer involves the overseeing, implementation, management & reviewing of WCP Mullingar QCI QA to a high standard.
- Supporting Staff & all stakeholders with regard to WCP Mullingar QA process.
- Overall responsibility for the QBS System.
- Collecting, collating & reporting on feedback from all stakeholders, reviewing & updating policies and procedures & liaising with QCI regarding training, monitoring & inspections.
- Overseeing the Re-validation process of existing major awards & overall programme development & review.

Competencies & Qualifications Required:

- Minimum Level 7 in Training & Education, Community Education, Community Development and / or related areas.
- Minimum of 3 years relevant Work Experience in a similar role
- Excellent Planning, Administration, Organisational, Multitasking skills, Skills, Interpersonal, Communication & presentation skills.
- Proven track record of Programme Design & Re-Validation Process.

Remuneration: The full-time salary equivalent for this position is €36,625.68 (Pro Rata 10-hour contract).

Details below apply to both positions.

Location: Women's Community Projects (Mullingar) Association CLG Parish Community Centre, Bishopsgate Street, Mullingar Co. Westmeath, N91 AWH7.

Application Process

- To apply for either position, email a cover letter outlining your suitability and CV by email only to coordinator@wcpmullingar.ie (<mailto:coordinator@wcpmullingar.ie>)
- **Closing date: Thursday 21st November 2024 @ 5pm.**
- Interviews will be competency based and shortlisting will apply on the basis of information provided in your cover letter & CV.
- Flexibility regarding working hours will be required.
- These positions are subject to Garda Vetting. WCP Mullingar is an equal opportunity employer.

Remuneration

- A 6-month probationary period applies. A fixed term contract will be awarded to the successful applicant for 1 year.
- Further contracts may be offered subject to satisfactory performance of duties & the continuation of funding for the position.
- Attractive Leave entitlements.
- Access to an Employee Continuous Professional Development Support Programme.
- Bike to Work scheme.

To request full job descriptions please email: coordinator@wcpmullingar.ie (<mailto:coordinator@wcpmullingar.ie>)



Region

Mullingar, Co Westmeath

Date Entered/Updated

5th Nov, 2024

Expiry Date

21st Nov, 2024

Attachment

[TE Coordinator Job Description Letterhead November 35 hours 2024.pdf](#)

Size

221.57
KB

[QA Job Description on Letterhead November 2024.pdf](#)

208.26
KB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/111951-womens-community-projects-mullingar-training-education-coordinator-and-qqi-quality-assurance-officer>