

Lifestyle Development Group: Assistant Co-ordinator **(<https://www.activelink.ie/node/112974>)**

Job Title: ***Assistant Co-ordinator (1 post)***

Lifestyle Focus Your Future is a Local Training Initiative, providing learners aged 18-35yrs with key employment skills or progression to further education and training.

This Training Initiative is funded by LMETB.

This fulltime programme delivers a Level 4 QQI Major Award – *Retails Sales Skills and General Office Skills level 4 as an extra module*

Requirements:

- Third level qualification in training/youth/community work (*Co-ordinator*)
- Minimum QQI Level 6 or above in training/youth/community work (*Assistant Co-ordinator*)
- Working knowledge of QQI modules/certification procedures and experience of delivery of same
- Experience in finance, administration and an ability to plan and develop training timetables
- Excellent communication and classroom management skills, with an ability to motivate learners
- Recognised IT skills – for use within the learning environment.
- Knowledge and understanding of the conditions and circumstances that face the long-term unemployed and early school leavers. An understanding of key issues and the role of agencies relating to long term unemployed and young early school leavers.
- Implement Health & safety and Data Protection procedures as per current legislation

A detailed cover letter outlining your suitability for the post and an up to date CV marked private and confidential to eilin@lifedev.ie (<mailto:eilin@lifedev.ie>)

Closing Date is 5pm Friday 31st January 2025

Shortlisting will apply

Interviews will be held in the Lifestyle Centre, Ballsgrove, Drogheda on Monday 17th February 2025

Late applications will not be considered, canvassing will disqualify.

Lifestyle Development Group CLG is an equal opportunities employer



Region
Co Louth

Date Entered/Updated
8th Jan, 2025

Expiry Date
31st Jan, 2025