

Good Shepherd Cork, Bruac Education & Development: Assistant LTI Training Coordinator (Career Break) **(<https://www.activelink.ie/node/114799>)**



Assistant LTI Training Coordinator **Fixed Term Contract Covering Career Break**

Good Shepherd Cork's Education & Development project offers fresh educational opportunities to women who for a variety of reasons are unable to access mainstream education. Our approach is to place an equal emphasis on personal as well as educational development.

The position of Assistant LTI Training Coordinator involves the delivery and coordination of training at Bruac, Good Shepherd Cork. The position includes assisting the coordinator where necessary in managing and supporting the participants on the Local Training Initiative (LTI) and ensuring participants receive the required training to acquire QQI Level 3 Culinary Skills modules.

This role will comprise 17.5 hours per week, covering career break, ending on 29th August 2025.

Role & Duties:

- Delivery of three Employability Skills modules at QQI Level 3
- General administrative tasks associated with the design, delivery and evaluation of modules for the LTI
- Take part in regular meetings with the coordinator to develop on-going work plans / schedules to ensure smooth management of the project
- Assist in the provision of individual support and evaluation to all course participants
- Liaise with the support team in Good Shepherd Cork to make appropriate referrals
- Coordinate in the development of individual learning plans with learners and facilitate progression to other forms of training, education or employment
- Assist in the production and retention of all project records in accordance with the requirements of the QQI
- Assist in the 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 the following necessary skills and qualifications:

- A relevant recognised qualification in training, social care or equivalent
- Experience in supervision of people, the co-ordination of training and the ability to work as part of a team
- Knowledge of QQI qualifications and modules
- Have a high level of general administration and organisational skills
- A high competency in the use of the Microsoft Office Suite and excellent computer skills.

To apply:

Please submit your application form and cover letter to Jacqui Jones, Manager, Bruac, Education & Development – jjones@goodshepherdcork.ie (<mailto:jjones@goodshepherdcork.ie>)

Closing date for application is **5:00pm, Thursday 10th April 2025**

Region
Cork

Date Entered/Updated
31st Mar, 2025

Expiry Date
10th Apr, 2025

Attachment	Size
<u>APPLICATION FORM - 2025.doc</u>	68.5 KB

Source URL: <https://www.activelink.ie/vacancies/education-training/114799-good-shepherd-cork-bruac-education-development-assistant-lti-training-coordinator-career-break>