

Co-ordinator Local Training Initiative

Job Description

Location: The role is based at Meath Opportunities for Training LTI, Unit 1 & 2
Eamon Duggan Industrial Est, Athboy Road, Trim, Co Meath

Accountable to: Tabor and Community Training Initiative clg

Outline of Position:

Co-ordinate and implement a LMETB Local Training Initiative (LTI) funded programme to meet the needs of men in addiction recovery.

The aims of the programme are:

- To assist participants on the programme to re-enter society and to continue their lives without the crutch of alcohol, drugs or gambling.
- To give the participants a new skill base and a structure to their lives.
- To encourage self-confidence and self-esteem and to assist the men enter or re-enter the workplace and/or further education.

Main Duties and Responsibilities:

- To manage the Assistant Coordinator on a day-to-day basis
- To develop a work plan in consultation with other appropriate staff, LMETB and Trainees in order to implement a training programme which meets the needs of the trainees.
- To design and plan the participants ILP's (Individual Learning Plans) in consultation with the trainees and relevant staff.
- Direct delivery of modules to all trainees on the Programme
- Prepare participants portfolios for QQI accreditation.
- Recruitment of local trainees to programme.
- To co-ordinate the activities and modules related to the Training Programme.
- To report to the Board of Management on a regular basis

Other Duties and Responsibilities:

- Provision of ongoing individual support to trainees in the form of regular one-to-one supervision to ensure the benefit from and successfully complete the programme.
- Evaluate trainees progress with regular group and individual evaluations

- Hold regular meetings with the Tutors to develop ongoing work plans
- Monitor and evaluate overall programme in accordance with LMETB procedures
- Keep project records in accordance with QQI and LMETB requirements
- Planning of future programmes
- Implement MOT LTI's Health and Safety procedures
- To take on other tasks and duties that will further develop the aims and objectives of MOT LTI

LMETB Duties:

- Co-ordinate the learner's registration with LMETB when joining the LTI programme
- Monitor, record and report learners' attendance to LMETB on a weekly basis and maintain attendance sheets
- General liaison with LMETB for all matters relating to the Training Programme
- Submission of termination forms to LMETB when trainees finish the Programme

Essential Skills / Experience required:

- JEB Qualified or other equivalent qualification
- Experience in delivering training programmes / modules
- Experience in assessment of trainees
- Experience in community education
- Experience in programme co-ordination
- Excellent interpersonal and motivational skills

Hours of work are 39 per week

Salary: LMETB LTI rates apply