

Offaly Traveller Movement

Local Training Initiative Assistant Coordinator

JOB DESCRIPTION AND PERSON SPECIFICATION

Offaly Traveller Movement (OTM) is a Traveller-led community development organisation, working to address issues facing Travellers in the region including, health, accommodation, youth, education, cultural and ethnic identity and human rights. A vibrant and dynamic human rights organisation which currently has 35 members of staff from various disciplines, OTM currently seeks a dynamic and capable person to take up the position of Local Training Initiative Assistant Coordinator.

The purpose of this post will be:

- To support the delivery of the Local Training Initiative Pre Apprentice Programme for Offaly Traveller Movement in partnership with the LOETB.

Nature of the post

This post will be part-time, 21 hours per week, subject to funding from the LOETB.

Salary

€31,271.76 pro rata, 21hrs per week €18,763.06.

Direction & Accountability

The work of the LTI Assistant Coordinator will be directed by the LTI Coordinator to whom the post holder will be accountable.

Duties and responsibilities

Directed by and reporting to the LTI Coordinator, the LTI Assistant Coordinator will work closely with the LTI Coordinator and with the staff of OTM. The Assistant Coordinator appointed will be expected to assist the Coordinator in implementing the work on the programme and meet an agreed set of performance targets, within budget.

The main duties and responsibilities will include:

- To assist in the delivery of the LTI in consultation with the learners, LOETB, OTM and other appropriate supporters, which meets the learning objectives / participants needs
- To support and deliver modules for the LTI - Hands on delivery of training of QQI modules
- To support the learners in pursuing and achieving a major QQI award

- To assist the LTI Coordinator in the recruitment of participants for the programme in conjunction with the OTM staff team
- To assist in the provision of ongoing support to learners to ensure they benefit from and successfully complete the programme
- To attend regular meetings with the LTI Coordinator to develop ongoing work plans
- To assist in the evaluation of learner’s progress with regular group and individual sessions
- To comply with all LOETB Quality Assurance requirements
- Monitor, record, and report course participants’ attendance to LOETB weekly via the TACS system, while using Salesforce to track learner interventions, attendance, and progress.
- Organise accreditation of the LTI modules where appropriate in conjunction with the LTI Coordinator
- To attend regular meetings with the LTI Coordinator to develop ongoing work plans
- To assist in the evaluation of learner’s progress with regular group and individual sessions
- To assist in the development of individual learning plans with learners and facilitate progression to other forms of training, education or employment
- To comply with all LOETB Quality Assurance requirements
- To keep and maintain project records in accordance with the requirements of OTM / LOETB / QQI
- To provide all relevant financial documents and reports to the OTM Finance Manager/LOETB
- To assist the LTI Coordinator to implement Health and Safety procedures as per current legislation
- To represent OTM at meetings, seminars and conferences as relevant;
- To participate in staff meetings, supervision and training
- To provide written reports to the Managing Director and OTM Board of Directors when required
- To carry out any other duties deemed necessary as requested by the LTI Coordinator, Managing Director or Board of Directors.

Person specification

The successful candidate will be a vibrant and dynamic person with the ability to work under their own direction and as a member of a team. She/he will have the following attributes:

Qualifications & Knowledge	
A recognised training qualification and practical training experience of working with groups and on a one-to-one situation.	Essential
An understanding of Traveller issues, particularly in relation to education and long-term unemployment.	Desirable
Working knowledge of QQI modules/certification procedures and experience of delivery of same.	Desirable
Experience	
Be able to evaluate learners progress with regular group and individual evaluations and develop individual learning plans to facilitate progression to further training, education and/or employment	Desirable

Experience of report writing including; the ability to plan, develop and execute training timetables and assist in the administrative and financial requirements effectively	Desirable
Skills and capacities	
A demonstrable commitment to human rights and social justice and a commitment to work from an anti-racist and equality work perspective	Essential
The capacity to work on your own initiative and as part of a team;	Essential
Good communication, group facilitation and interpersonal skills	Essential
Good computer skills; including word and excel	Essential
Excellent people management and the ability to work with a wide range of stakeholders	Desirable
Be dependable and flexible	Essential
Access to own transport with a full driving license, up to date NCT, motor tax and class 2 insurance	Desirable

How to Apply:

Send your CV and a cover letter detailing your suitability for the role to info@otm.ie by Thursday 17th April.

Please note that Interviews for this post will be on Tuesday 22nd April

The position is subject to ongoing funding from the Laois Offaly Education Training Board

OTM is an equal opportunities employer



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Aontas Eorpach
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