



Engineering & Technology Instructor ***35 hours/week***

Athlone Community Training Centre is an LWETB funded early school-leaving programme which provides vocational training to young people aged 16-21 in a holistic and supportive manner. This programme is designed to enhance the learner's potential to learn new skills and achieve relevant certification necessary for progression into employment, further training or continued education.

The Board and Directors of Athlone CTC invites application from enthusiastic and self-motivated individuals for the position of

Engineering and Technology Instructor (Permanent Full Time Position)

Applicants should possess:

- A recognised qualification and experience in Engineering.
- A recognised qualification in education, training or relevant field.
- Excellent communication and IT skills.
- Ability to facilitate training in Engineering and Technical Drawing modules at QQI levels 3 and 4.
- Knowledge of QQI processes.
- Good organisational and time management skills.
- Ability to facilitate groups of up to 12 young people in learning situations
- Ability to work with young people with various degrees of ability and motivation.
- Awareness of the challenges relating to young early school leavers.
- Interest in team events and activities.
- Ability to work with peers on a range of group projects relating to the operation of the centre.

This job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time and to contribute to the development of the post while in the role. The successful candidate will be appointed subject to receiving the appropriate Garda clearance and satisfactory references. Please note a starting entry point is applicable. The salary associated with this post is the nationally agreed scale in the range of €33,254 to €55,381. A 6 month probation will apply. Applications, to include a cover letter and curriculum vitae should be marked Private and Confidential and returned by email to manager@athlonectc.ie or post to General Manager, Athlone Community Training Centre Lyster Street, Athlone, N27 C563. Please note a shortlisting process will apply. Successful candidates will be invited to interview for the position. Closing date for receipt of applications is: Wednesday 26th November 2025.

Instructor Job Description

Reports directly to: General Manager

Duties

- Develop, deliver and review training modules/programmes
- Prepare and maintain training and certification records
- Work with management to ensure that appropriate certification is available and programme standards are maintained
- Assist in developing links with employers and other organisations to promote progression to employment and/or further training and education opportunities
- Work with Management and other staff members to provide appropriate trainee recruitment, assessment and monitoring procedures including tracking.
- Use the time that you are not directly engaged in training to carry out related work, which may include administration and/or other managerial duties where appropriate
- Provide the flexibility needed to integrate services for new and emerging client groups
- Work with management to respond to new national policy initiatives and services
- Work with management to implement a Quality Assurance Framework, and identify key performance indicators
- Be available to provide lunchtime supervision and cover for sick and absent colleagues
- Maintain a clean and tidy work area
- Fully participate in the planning and evaluation process
- Draft reports for management that may be determined from time to time
- Participate in staff training and development initiatives
- Carry out other duties that may be assigned from time to time