

ADVERT ID 227597

## General

### WALK

1, LongMile Road Walkinstown D12FT73  
<https://walk.ie/>

### MAIN DETAILS

**Status:** Active  
**Level:** Other Education  
**Date Posted:** Tue Nov 19 2024 11:54:09  
**Application Closing Date:** Mon Dec 30 2024  
**Status of Post:** Other  
**Number of Vacancies:** 1

### POST DETAILS

**Title:**  
Team Leader Learning & Development

**Description:**  
Job Title: Team Leader Learning & Development  
Responsible to: Careers & Employment Programme Coordinator

Job Purpose: As part of the WALK Careers & Employment Programme team, you will support the Careers and Employment Facilitators to develop and deliver innovative employability skills training and experiences of work in partnership with deliver stakeholders.

Salary: €40,750.00 gross per annum

Key Relationships: Programme Coordinator, Careers & Employment Facilitators, WALK Day Supports Management & Staff, Employers, Education & Training Providers, and external resource stakeholders.

#### Essential Criteria:

1. Relevant teaching, training and/or coaching qualification
2. Experience working in further education & training and/or developing opportunities for further education and training.
3. Experience supporting people with disabilities and supported employment.
4. Experience creating opportunities for work placements with employers
5. Experience in reaching targets and achieving results
6. Experience in developing training materials and online learning
7. Excellent verbal and written communication skills
8. Ability to support colleagues to learn and develop their own skills and competencies
9. Ability to work under own initiative
10. Access to own transport

#### Key Duties:

1. Support colleagues to support participants to explore their individual career goals in line with their aspirations, interests, skills, and abilities.
2. Support the development and delivery of assessment of participant interests, skills, qualifications, motivation, and support needs.
3. Work with all the members of the programme delivery team in drawing up and delivering training and development activities relevant to participant needs.
4. Train staff to be able to conduct all relevant assessments of the workplace prior to job start, including job profiling and task analysis and employer needs
5. Develop training on task analysis and identify vocational goals that will feed into participant training and development plans.
6. Develop and deliver training materials for Day Supports teams
7. Identify any training needs required to maintain employment e.g., travel, time management, social, task performance, etc.

8. Monitor and evaluate participant performance across the programme and develop relevant support resources as necessary – (LMS and CRM).
9. Contribute to staff reviews, monitoring and evaluation of activities and ensure proper record keeping.
10. Liaise with partner employers, training staff, where appropriate, in respect of supporting participants.
11. Ensure that participant training and development activities are conducted safely.
12. Initiative-taking involvement to keep up to date on policy changes with relevant local stakeholders such as Local Education & Training Boards, Further/Higher Education & Training providers, local INTREO offices, Chambers of Commerce, Employment Partnership Groups, Local Authorities, etc.
13. Attend relevant Job Fairs and other recruitment events as appropriate.
14. Always represent WALK in a professional manner and to operate within its policies.
15. Maintain complete confidentiality over the details of participants or WALK business made known to you from any source and only to impart such details when authorised to do so by line managers.
16. Partake in any training or personal development activities that is appropriate to WALK or the project needs.

The duties of the post are not exhaustive but serve as a guide to the current and major responsibilities of the post. WALK is a growing organisation and is operating in a dynamic environment. To maintain its survival and employees it may from time to time need to vary the role and responsibilities of the post. In view of this, the role description will be reviewed on a regular basis and may need to be altered. Such changes will be in consultation with the post holder.

#### APPLICATION REQUIREMENTS

- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Apply To:</b>	1, LongMile Road Walkinstown D12FT73
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 12
<b>Enquiries To:</b>	<a href="mailto:recruitment@walk.ie">recruitment@walk.ie</a>
<b>Website:</b>	<a href="https://walk.ie/">https://walk.ie/</a>
<b>Further Information:</b>	<a href="https://www.walk.ie/want-to-help/jobscareers/">https://www.walk.ie/want-to-help/jobscareers/</a>

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