

ADVERT ID 230117

General

Deonach, Tallaght Probation Project Ltd

Courthouse Square, Westpark Tallaght Dublin D24 XR27
<https://www.deonach.ie>

MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Mon Mar 3 2025 12:15:38
Application Closing Date: Fri Mar 21 2025
Commencement Date: Thu May 1 2025
Status of Post: Fixed-term
Number of Vacancies: 1

POST DETAILS

Title:

Education Co-ordinator

Description:

The Education Co-ordinator will oversee and work in the development and delivery of education and

developmental programmes for learners in Deonach.

At Deonach we deliver programmes at QQI Level 3 & 4. It is essential that the successful candidate have the

skills and commitment to work with our target group, to support the personal and educational development of our learners.

The Education Co-ordinator will drive Deonach's Strategic Education and Training Pillar 2023-2026

? Manage all Education and Training programmes in line with the Employability Skills Programme

? Line Management of five tutors

? Planning and development of the training programme in collaboration with the team.

? Curriculum development and oversight of existing QQI programmes

? Development of operational plans, annual term and term reviews

? Manage the intake and registration of learners in PLSS and Fetch systems

? Develop education and training plans and progressions with learners

? Strategic development of immediate and long-term vision/plan for the training service

? Manage CRM systems for the documentation and recording of the training programmes.

? Supervise timetables and daily operations in collaboration with operations managers in YPP and Adult teams.

? Manage timetabling, rotas and class groups

? Working in close collaboration with General Manager, Manager of Adult Programme, Manager of

Young Peoples Programme to progress and develop education and training opportunities for learners.

? Monitoring learners' progressions and achievements of targets that have been projected for each term.

? Ability to deliver one or more of the following QQI – Customer Service, Mathematics, Personal Effectiveness, Computer Literacy, Internet Skills and Career Preparation.

? Reviewing QQI modules – working with tutors to ensure LO's relate to learners needs.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: All applications should be addressed to the Manager. Applications can be posted to:
 DEONACH Tallaght Probation Project
 Courthouse Square
 Westpark
 Tallaght,
 Dublin
 D24XR27

or sent by e-mail to:
project@deonach.ie

County: Dublin

Postal District: Dublin 24

Enquiries To: project@deonach.ie

Website: <https://www.deonach.ie>

Application Form: [Education Co-ordinator Information Pack.pdf](#)

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