

ID FÃ©GRA 230515

GinearÃ¡lta

Roscommon LEADER Partnership

The Cube FlexiSpace Lanesborough Road Roscommon F42DX61
<https://www.rosleaderpartnership.ie>



PRÃ©OMHSHONRAÃ©

StÃ¡das:	DÃ¡ghnÃ©mhaithe
LeibhÃ©al:	LeibhÃ©il Eile Oideachais
DÃ¡ta PostÃ¡ilte:	Aoine MÃ¡rta 14 2025 08:22:03
SpriocdhÃ¡ta le haghaidh larratas:	Aoine MÃ¡rta 21 2025
DÃ¡ta Tosaithe:	MÃ¡irt Aib 1 2025
StÃ¡das an Phoist:	Buan
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© AN PHOIST

Teideal:

Tutor / Assistant Coordinator - LTI Local Training Initiative

Cur sÃ©os:

The position of Local Training Initiative - Tutor / Assistant Coordinator (LTI Tutor / Assistant Coordinator) involves the delivery and coordination of training on a Galway/Roscommon Education and Training Board supported Local Training Initiative. The position includes assisting where necessary in managing and supporting the participants on the Local Training Initiative and ensuring participants receive the required training to acquire a QQI Level 5 Business Administration Award and develop other necessary skills, including personal skills.

Job Summary

The position involves assisting the team where necessary in managing and supporting the participants of the Local Training Initiative and ensuring participants receive the required training to acquire a QQI Level 5 Business Administration Award and develop other necessary skills, including personal skills. This Local Training Initiative will focus on business administration.

The proposed accredited modules are:

- â€¢ Business Administration
- â€¢ The Internet
- â€¢ Web authoring
- â€¢ Communications
- â€¢ Work Experience
- â€¢ Databases
- â€¢ Spreadsheets
- â€¢ Book keeping Manual and Computerised
- â€¢ Payroll
- â€¢ Digital Marketing
- â€¢ Word Processing

Responsibilities:

- â€¢ Deliver training at QQI levels 4 and 5 to course participants.
- â€¢ Co-ordinate the promotion and recruitment of participants for the programme
- â€¢ Assist in the provision of on-going support to learners to ensure they benefit from and successfully complete the programme
- â€¢ General administrative tasks associated with the design, delivery and evaluation of modules for the LTI
- â€¢ Take part in regular meetings with the Assistant Coordinator to develop on-going work plans / schedules to ensure smooth management of the project
- â€¢ Assist in the provision of individual support and evaluation to all course participants
- â€¢ Liaise with the Assistant coordinator in relation to developing a range of local stakeholders to

arrange volunteer work placement opportunities for learners in the local community
â?¢ Coordinate in the development of individual learning plans with learners and facilitate progression to other forms of training, education or employment
â?¢ Assist in the production and retention of all project records in accordance with the requirements of the GRET B / QQI
â?¢ Assist in the monitoring, recording and reporting of course participants' attendance to GRET B on a weekly basis
â?¢ Any other duties that may be assigned from time to time or as the programme evolves
â?¢ Complete monthly claims process and submit required monthly financial paperwork to GRET B
â?¢ Adhere to procurement and purchasing guidelines in place with GRET B
â?¢ Any other duties that may be assigned from time to time or as the programme evolves

Further information available on :
<https://www.rosleaderpartnership.ie/job-opportunities/>

Location of position: Ballaghaderreen, Roscommon

RIACHTANAIS IARRATAIS

- Litir Iarratais
- CÃ³ip de Theastais, DioplÃ³ma, CÃ³imeanna
- CV (Digiteach)

Is fÃ©idir iarratais a chur isteach trÃ

CUIR IARRATAS ISTEACH AR AN bhFOLÃNTAS SEO

Cuir Iarratas Chuig:	recruitment@ridc.ie
Contae:	Ros ComÃ¡in
Ceisteanna Chuig:	recruitment@ridc.ie
SuÃomh GrÃasÃin:	https://www.rosleaderpartnership.ie
Tuilleadh Eolais:	https://www.rosleaderpartnership.ie/job-opportunities/

Is ag IPPN atÃ¡ an cÃ³ipcheart i dtaca leis an fhaisnÃ©is san fhÃ³gra seo agus dÃ©anann IPPN Ã a cheadÃºnÃº le haghaidh ÃºsÃ¡ide ag cuardaitheoirÃ post amhÃ¡in. NÃ fÃ©idir an fhaisnÃ©is atÃ¡ ann a ÃoslÃ³dÃ¡il, a chÃ³ipeÃ¡il nÃ a ÃºsÃ¡id chun crÃocha ar bith eile, lena n-ÃjirÃtear a macasamhlÃº ar shuÃomhanna grÃasÃin earcaÃochta agus fhÃ³graÃochta eile, gan cead sainrÃjite i scrÃbhinn a fhÃ¡il roimh rÃ© Ã³ IPPN.