

## **KNOCKANRAWLEY RESOURCE CENTRE CLG**

### **Training & Education Coordinator**

Full-time Fixed Term Position  
(Salary €33,537 Per Annum Pro Rata)

#### **Reporting to:**

Centre Manager, Knockanrawley Resource Centre

#### **Person Specification**

- Experience of project administration,
- Experience of coordinating and managing adult learners
- Knowledge of accounting procedures and accounting package
- Experience of delivery of QQI modules to Level 4 preferably in core modules such as Work Experience, Communications, Functional Maths, Information Technology, Personal Effectiveness
- Knowledge of Quality Assurance systems relating to QQI
- Knowledge of Community Development Principles and Practice desirable
- Excellent interpersonal and organisational skills

#### **Qualification**

- A relevant nationally recognised qualification (preferably NFQ Level 7 or above)
- Train the Trainer L6/Facilitation Skills

#### **Job Description**

##### **Programme Coordination**

- Provide overall coordination of the Training & Education programme including planning, monitoring & evaluation, supervision & support, scheduling, financial supervision, proposal development and funding application.
- As member of Centre Management Team participate in all Centre meetings and trainings as required (Monthly (evening) Voluntary Board of Management Meetings; Coordinator Meetings; Strategic Planning/M&E).
- Submit regular reports on programme as required by management
- Operate in accordance with the Centre's vision, mission and values and lead the T & E programme to meet all goals and objectives as laid out in the KRC Strategic Plan.
- Actively participate in the Centre Outreach team.
- Promote linkages with other agencies relevant to the programme particularly Tipperary Education and Training Board, AONTAS, PPN etc.
- Uphold the highest standards with regards to confidentiality in the workplace.

##### **LTI Programme Specific**

- Recruitment of learners to the LTI Programme

- Co-ordinate the activities and modules related to the LTI Provision of ongoing support to learners to ensure they benefit from and successfully complete the programme
- Design and deliver core QQI Level 4 modules.
- Administer all Quality Assurance around QQI procedures
- Organise accreditation of the LTI modules where appropriate
- Identify, recruit and schedule tutors for modules.
- Maintain all necessary financial records and provide monthly and other financial reports to funders
- Provide supervision and performance monitoring of Assistant Co-ordinator
- Hold regular meetings with the Assistant Co-ordinator to develop ongoing work plans
- Provide individual support and evaluation in the form of monthly one-to-one supervision to the learners.
- Evaluate learner's progress with regular group and individual evaluations
- Develop individual learning plans with learners and facilitate progression to other forms of training, education or employment
- Liaise with TETB as required

## About the Centre

Knockanrawley Resource Centre (KRC) is a community development organisation operating in Tipperary Town and the surrounding areas of West Tipperary since 1991. Our Vision statement is "Community participation for new beginnings". Our mission is to encourage, foster and empower people, groups and the community as a whole to identify and make changes that enhance their lives. To do this we:

- Work with the Community Development Principles of being open to and encouraging participation by, all sections of our community;
- Offer new opportunities for personal, group and community development, training, education and support services particularly to those lacking choice, resources and power;
- Support and work with the community and other groups to promote positive changes in policy that affect them.

KRC implements a holistic approach to community-based service delivery in five key areas: community development, training and education, childcare, parent & family support, and family therapy & counselling.

## About the Training & Education Programme

The goal of the T&E programme is to develop affordable, accessible, community-based education and training opportunities for skills, personal and group development to enable individuals and groups to reach their full potential. Our flagship project, the Knockanrawley Information and Training for Employment (KITE) course is a Tipperary ETB funded LTI programme.

KITE aims to up skill participants and prepare them to engage or re-engage in the labour market or further education. It will also provide a forum for the participants to look at, and try to overcome obstacles which affect them entering or re-entering the labour market including literacy and personal issues which have acted as barriers in the past. It will act as a stepping stone and an information gathering forum for participants in accessing further training / education which is relevant to the work they would like to do in the future. The programme's aim is to give participants core life skills that are required in all areas of life and in particular employment through modules

such as IT, catering, personal development and work experience. KITE also affords participants the opportunity to put structure back into their lives. While on the programme they learn time management and study skills. Learners are afforded the opportunity to begin their learning journey in a supported environment while at the same time gaining skills to become independent learners. They also get the opportunity to develop their competence level around completion of assignments. All of these critical skills are required to succeed in possible progression opportunities in Further Education.

We will offer a Major Award in Pathways to Employment at QQI Level 4 over a 44 week period. At the end of the course, up to 18 learners should be well placed to access employment or to progress to further education in their chosen field. KITE is a holistic programme placing an equal emphasis on body, mind and spirit as well as the vocational modules. Participants need to be physically and mentally well to be in the best possible position to succeed in their chosen field. We also offer dedicated career guidance to all participants to inform them of all progression opportunities available to them in the locality. They are supported in arriving at the best possible decision that suits their lives and the lives of their families.

In addition to the coordination of the KITE programme the T&E coordinator will also be responsible for facilitating the development and delivery of other training initiatives and courses that meet the priorities and objectives of the programme and Centre.

### **Application Process**

Further information and application forms can be obtained from Knockanrawley Resource Centre, Tipperary Town; telephone No: 062 52688, or email [knockcentremanager@gmail.com](mailto:knockcentremanager@gmail.com)

Closing date for application is Friday 19<sup>th</sup> July, 2019 before 5pm.

Knockanrawley Resource Centre is an equal opportunities employer.