



ICTU CENTRE LTD



#CES-2399779



Forest Park Business Campus, Mullingar, Co.

Westmeath, N91 H24Y



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/06/2025



08/08/2025

## How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

( Search using the scheme reference number and submit your details )

or

Contact a case officer in your [local Intreo Office](#)



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## Tutor Education Officer

### Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

You can register your interest by selecting the 'Register your interest' button or you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties will include: being familiar with the delivery of QQI courses.

Provide daily admin duties for QQI, mapping out training plans and helping to review and develop training programs. Manage and maintain in house training facilities and equipment.

Managing, designing, developing, coordinating and conducting computer and keyboard skill courses.

Provide guidance and information on education, courses, back to work entitlements and education grants etc.

Good communication skills.

No experience necessary.

Accredited training will be provided to support your career. The programme will give successful applicants the opportunity for practical work experience of 19.5 hours per week.

[https://www.citizensinformation.ie/en/employment/unemployment\\_and\\_redundancy/employment\\_sup](https://www.citizensinformation.ie/en/employment/unemployment_and_redundancy/employment_sup)

- **Sector:** education