



TRIBLI COMPANY LIMITED BY GUARANTEE



#JOB-2411534



EXCHANGE HOUSE IRELAND, 61-63 Strand

St Gt, Dublin 1, D01 WC97



No of positions : 1



Paid Position



35 hours per week



31289.00 Euro Annually



10/09/2025



03/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hr@exchangehouse.ie



Open your camera app & point here to view this ad online



Local Training Initiative Assistant Co-ordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Exchange House Ireland now wishes to recruit a Local Training Initiative Assistant Co-Ordinator

Job Description:

Working as part of the Education Services team to assist in developing, co-ordinating and implementing a City of Dublin Education and Training Board (CDETB) Local Training Initiative (LTI) to meet the adult education needs of Travellers. The aim of the programme is to provide the learners with the opportunity to engage in a range of adult basic education courses and to identify progression routes into further training, education or employment options available

Reporting to:

Education and Training Service Manager

Duties and Responsibilities:

Assist the LTI Co-ordinator in the recruitment of learners to the LTI

To coordinate some of the activities and modules related to the LTI

Deliver and evaluate modules for the LTI

To assist in the provision of ongoing support to learners

Organise accreditation of the LTI modules where appropriate with Co-ordinator

Together with manager and Co-ordinator supervise tutors

Attend regular meetings with Co-ordinator to develop ongoing work plans

Attend regular staff meetings with Manager of Service

Assist with the evaluation of learner's progress with regular group and individual evaluations

Assist the coordinator to facilitate progression

Assist in monitoring and evaluating the programme

Keep and maintain project records and assist in programme development and applications

Plan future programmes

Assist in monthly budgeting and progress reports

Assist with the coordination of CDET B Learner registration and terminations

Keeping up to date and complying with CDET B Training Standards System

Apply for funding to appropriate agencies

Represent Exchange House Ireland on relevant committees

Person Specification:

A relevant qualification and experience in-line with the ETB's Trainer Criteria (TQAS-8b-F17)

Experience of delivering QQI Level 4 programmes

An awareness of the issues facing the Traveller community

Excellent interpersonal and communication skills

Co-ordination and administrative skills

IT skills

Be capable of working on their own initiative

This job description is intended to provide a general overview of the responsibilities and requirements of the position. It may be subject to change based on the organisation's needs and the evolving nature of the role:

Exchange House Ireland is an Equal Opportunities Employer

Applications from members of the Traveller community, with relevant qualifications, are especially welcome.

All positions in Exchange House Ireland are subject to Garda Vetting and full reference checks

All positions in Exchange House Ireland are subject to ongoing funding

All applicants must be eligible to work in Ireland.

- **Sector:** education

Career Level

- Experienced [Non-Managerial]