



TRIBLI COMPANY LIMITED BY GUARANTEE



#JOB-2433736



EXCHANGE HOUSE IRELAND, 61-63 Strand

St Gt, Dublin 1, D01 WC97



No of positions : 1



Paid Position



40 hours per week



31289.00 Euro Annually



12/02/2026



12/03/2026

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

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 CDETb Learner registration and terminations

Keeping up to date and complying with CDETb 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-ordinational and administrative skills

IT skills

Be capable of working on their own initiative

Terms and Conditions

This is a full-time position - 35 hours per week, based on annual contract.

Based in Exchange House Ireland's offices on Great Strand Street, Dublin 1, D01 WC97

Salary for this position is set by the ETB, and is €31,289pa

- **Sector:** education

Career Level

- Experienced [Non-Managerial]