



INOUE Clg



#CES-2447405



INOUE LEARNING HUB, 88-90 Townsend St,

Dublin 2, D02 TF21



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/05/2026



18/06/2026

## How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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



## Training Administrator - Dublin 2

### 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.

To register your interest 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.

We will help you get job-ready, with Full On The Job Training, up-to-date experience and a personalised Training and Development plan to help you achieve a new career or return to work.

#### Job Description:

This position is with the training unit of the Irish National Organisation of the Unemployed and is provided as part of the Community Employment Scheme funded by Department of Social Protection.

This is a 19.5hour a week position - schedule to be discussed.

The training administration assistant will provide administrative support to the training unit. This includes general office administration, filing, photocopying, preparation of training materials, maintaining databases, taking, and forwarding messages. Maintenance of our account on the QQI FBS is an integral part of the position. The role also includes working directly with participants on our Local Training Initiative (LTI) training programmes; Building Futures and Shaping Futures. Both programmes are one-year long and support long term unemployed individuals back into the workplace.

The successful candidate will receive both training and support from other members of the team to carry out these tasks successfully.

#### Duties:

Provide administrative and facilitation support to the training unit including:

Meeting and greeting visitors, answering the telephone, and redirecting calls.

Promoting all training (QQI, on request and Local Training Initiatives).

Monitoring training queries and processing bookings.

Assisting with scheduling activities, maintaining records and audit compliance.

Supporting and monitoring the Learning management System day to day.

Managing the ETB (Education and Training Board) and QQI (Quality and Qualifications Ireland) systems.

Filing, photocopying and preparing documents including learner packs.

Scheduling room bookings.

Supporting day to day training activities on site.

Person Specification:

The successful candidate will have the capacity to work both from his/her own initiative but also as part of a team. The successful candidate will have excellent interpersonal skills with a good awareness of their own limitations. He/she will be open to further training and development as part of this role. Essential competencies for this role are:

Flexibility and adaptability;

Communication skills;

Organisational skills;

Problem solving;

Proficient IT skills;

Customer Service skills.

For more information contact [laura.rossney@inou.ie](mailto:laura.rossney@inou.ie) or 086 837 3988. To apply, ask your local Intreo officer to refer you to vacancy #CES-2447405. Normal recruitment process will apply.

- **Sector:** administrative and support service activities