



ICTU CENTRE LTD



#CES-2448325



Forest Park Business Campus, Mullingar, Co.

Westmeath, N91 H24Y



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/05/2026



24/06/2026

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



Tutor Education Coordinator

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.

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

- **Sector:** education