



THE GREENANE CENTRE LIMITED



#JOB-2450515



Greenane, Tipperary, Co. Tipperary, E34 CX13



No of positions : 1



Paid Position



20 hours per week



15.00-20.00 Euro Hourly



27/05/2026



12/06/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [hr@greenane.ie](mailto:hr@greenane.ie)



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



## Programme & Student Support Coordinator

### 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

The Programme & Student Support Coordinator is a key operational role responsible for ensuring the smooth day-to-day running of training programmes. This position sits at the heart of the student journey—from initial enquiry through to registration, participation, and completion.

The role requires a highly organised, responsive, and relational individual who can manage administrative systems, support students effectively, and liaise confidently with tutors and the wider team.

### Key Responsibilities

#### Student Enquiries & Communication:

- Act as the first point of contact for all course-related enquiries
- Respond to prospective and current students in a timely, professional, and informative manner
- Provide accurate information on programmes, schedules, fees, and academic requirements
- Support prospective students through the decision-making and enrolment process

#### Student Registration & Onboarding:

- Manage the full student registration process from application to enrolment
- Maintain accurate student records and documentation
- Coordinate onboarding communications, materials, and access to systems
- Ensure a smooth and welcoming start to each programme

#### Payments & Financial Administration:

- Manage course payments, payment plans, and invoicing
- Track missed instalments and follow up as required
- Liaise with finance/bookkeeping as needed

Ensure accuracy and confidentiality in all financial processes

#### Programme Coordination:

Support the scheduling and organisation of programme delivery

Liaise with tutors regarding timetables, materials, and Zoom links

Assist in coordinating online and in-person training days

Ensure all programme logistics run efficiently

#### Student Portal & Systems Management:

Manage and maintain the student learning portal (uploads, access, recordings)

Ensure students and tutors have appropriate access to materials

Troubleshoot basic access or system issues

Keep systems organised, up to date, and user-friendly

#### Student Support:

Provide day-to-day support to students throughout their learning journey

Respond to queries, concerns, and practical issues

Escalate more complex concerns to the appropriate team member

Contribute to a positive, supportive, and professional student experience

#### Person Specification

##### Essential:

Experience in an administrative, coordination, or support role

Excellent organisational skills and strong attention to detail

Strong written and verbal communication skills

Ability to manage multiple tasks and priorities efficiently

Confidence using digital systems (e.g. CRM, learning platforms, spreadsheets)

##### Desirable:

Experience in an education, training, or learning environment

Familiarity with online learning platforms or student management systems

Experience managing payments or financial admin processes

##### Key Skills & Attributes:

Warm, professional, and responsive communication style

Highly organised and proactive

Reliable, with strong follow-through

Able to work independently and as part of a team

Discreet and trustworthy

- This vacancy is suitable for Remote/Blended working

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

### **Career Level**

- Experienced [Non-Managerial]

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 5
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Technical IT
- **Competency Skills:** Flexibility, Initiative, Management, Teamwork
- **Specialising In:** education administration