



MOHILL COMMUNITY DEVELOPMENT
ASSOCIATION LIMITED



#JOB-2462844



MOHILL ENT CTR, Mohill Ent Ctr,
Knockalongford, Mohill, Co. Leitrim, N41 Y4C0



No of positions : 1



Paid Position



22.5 hours per week



To be Confirmed



06/08/2026



21/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@mct.ie

Address:

[Att: Eileen Abbott](#)

[LTI Coordinator](#)

[Mohill Enterprise Centre](#)

[Knockalongford,](#)

[Mohill,](#)

[Co. Leitrim,](#)

[N41Y4C0](#)



LTI Assistant 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

LTI Assistant Course Coordinator

Mohill Computer Training

Knockalongford, Mohill, Co. Leitrim N41Y4C0

Info@mct.ie

Job Type

- Part-time 3 days per week

Number of openings for this position

- 1

Schedule

- Days to be confirmed

Expected start date

- September 2026 (subject to Garda Vetting)

Benefits

- On-site parking

Reference ID

- LTIMC2

Job description

Mohill Computer Training requires a part-time Assistant Coordinator for our MSLETB-funded Local Training Initiative (LTI) QQI Level 5 Future Skills programme starting September 2026. The successful candidate will have experience in office administration, competent digital skills and will have a thorough knowledge of Microsoft end-user applications. They should be familiar with online training platforms and will have excellent communication and interpersonal skills. This position requires a recognised training qualification or a teaching diploma.

Specific Duties:

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1. Assist in the running of the part-time LTI training programme.
2. Assist in the promotion and recruitment of participants for the programme
3. Assist in the co-ordination of learner registration with MSLETB
4. Provide on-going support to learners to ensure they benefit from and successfully complete the programme
5. Assist in the design, delivery and evaluate modules for the LTI programme
6. Provide hands-on delivery of training QQI modules at level 5
7. Assist in the planning and execution of accreditation of the LTI modules
8. Participate in regular meetings with stakeholders to develop on-going work plans/schedules to ensure smooth management of the modules.
9. Provide individual support and evaluation to all course participants
10. Support the evaluation of learners' progress with regular group and individual sessions.
11. Develop Individual Learning Plans with learners and facilitate progression to other forms of training, education or employment
12. Assist with compliance of all ETB requirements.
13. Assist in the production and retention of all project records in accordance with the requirements of QQI level 5
14. Monitor, record and report course participants' attendance to ETB on a weekly basis
15. Implement Health and Safety procedures as per current legislation
16. Perform any other duties that may be assigned from time to time or as the programme evolves

Email applications to Info@mct.ie quoting Ref ID - LTIMC2

Closing Date: Friday 21st August 2026 (4pm) Info@mct.ie

This position is a temporary contract funded under the MSLETB Local Training Initiative. Mohill Computer Training and MSLETB are equal opportunities employers.

- **Sector:** education

Career Level

- Not Required