



EXCHANGE HOUSE

National Travellers Service

Job Description

Position:

- Local Training Initiative Co-ordinator

Outline of position:

- Working as part of the Education Services team to develop, co-ordinate and implement a FÁS 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 Service Team Leader

Training Programme

- To design and develop a LTI in consultation with the learners, Education Service Team Leader, Education Service staff, FÁS, tutors, other appropriate staff, which meets the needs of trainees
- Direct delivery of education courses to learners on the LTI.
- Work as part of the Education Services Team to source external training and co-ordinate the activities of external tutors.
- Identify FETAC accreditation opportunities and facilitate learners in pursuing a Major FETAC award.
- Assist in the development of programmes and strategies to promote the involvement of Exchange House National Travellers Service in all local regenerative social inclusion initiatives

Duties and Responsibilities:

- Recruitment of learners to the LTI
- To co-ordinate the activities and modules related to the LTI
- Provision of ongoing support to learners to ensure they benefit from and successfully complete the programme
- Design, deliver and evaluate modules for the LTI
- Organise accreditation of the LTI modules where appropriate
- Together with Team Leader identify, recruit and supervise tutors for modules.
- As part of the Education Services team, provide intercultural induction to external tutors.
- Provide supervision and performance monitoring of Assistant Co-ordinator
- Hold regular meetings with the Assistant Co-ordinator to develop ongoing work plans
- Provide individual support and evaluation in the form of monthly one-to-one supervision to the learners.
- Evaluate learners' progress with regular group and individual evaluations
- Develop individual learning plans with learners and facilitate progression to other forms of training, education or employment
- Together with Team Leader monitor and evaluate overall programme in accordance with Exchange House and FÁS procedures
- Keep and maintain project records in accordance with Exchange House and FÁS requirements
- Plan of future programmes
- Report to Team Leader and complete monthly progress reports

Committee work

- Promote Traveller participation on relevant committees and provide support and encouragement to learners
- To represent Exchange House National Travellers Service on relevant committees and fora.

FÁS duties

- Co-ordinate the learners' registration with FÁS when joining the LTI
- Monitor, record and report learners' attendance to FÁS on a weekly basis and maintain individual attendance sheets
- Monthly submission of material claim and salary reimbursement forms for Team Leader's approval and subsequent onward return to FÁS
- Monthly submission of FÁS statistics and Coordinators report to FÁS.

- Keeping up to date with and complying with all FÁS Training Standards System regulations.
- Record keeping of all funding from FÁS.
- Under supervision of Team Leader, general liaison with FÁS for all matter relating to the LTI
- Submission of completion forms to FÁS when learners finish the LTI.

Meetings & Networks

- Attend both Education Service and Exchange House staff meetings
- Liaise and cooperate with other Departments within Exchange House to ensure effective service delivery to learners
- Liaise with other relevant groups both locally and nationally and assist Exchange House to advocate where appropriate on relevant Traveller issues
- Promote Traveller participation in all aspects of Exchange House; encourage the participation of Travellers in training, health, community development, arts and cultural initiatives and other key areas as identified by Team Leader and Director

Accounts

- Maintain all necessary financial records and provide monthly and other financial reports to Team Leader
- Apply for funding to appropriate agencies and submit necessary reports
- Source and secure funding on behalf of Exchange House National Travellers Service for the LTI and other relevant initiatives as and when required and approved by Team Leader
- Prepare and submit all necessary claims or recoupment of funding in line with Exchange House and FÁS financial and organisational processes

Other Duties

- To uphold the ethos of Exchange House National Travellers Service, which operates accordingly to the principles of Community Development.
- To attend relevant external training
- Participate in documented support and supervision sessions with the Team Leader in accordance with Exchange House National Travellers Service policy and guidelines of staff supervision
- Implement Exchange House National Travellers Service Health and Safety procedures
- Provide cover for other members of staff when required
- To take on other tasks and duties that will further develop the aims and objectives of Exchange House National Travellers Service as requested by the Team Leader, Director and Board of Management

Hours of work

- 39 per week normally 9am to 5pm Monday to Thursday and 9am to 4pm on Friday or as formally agreed with Team Leader according to the requirements of the work. Holidays are 26 days per year a year plus all bank holidays and public holidays.

Salary:

- This position is funded by FÁS and the salary will be based on FÁS rates. The salary is €33,536.

Application:

Completed Application Forms should be sent to:

Education Services Team Leader
Exchange House National Travellers Service
61 Great Strand Street
Dublin 1
or
emailed to: info@exchangehouse.ie

Please note CVs will not be accepted. Applicants must use the Application Form provided

Applications will not be accepted after 5.00pm on Wednesday 27th July 2011.

Interviews to take place on Wednesday 3rd August 2011

Ideally the successful candidate will start work on 22nd August 2011

Exchange House National Travellers Service is an equal opportunity employer and welcomes applications from members of the Traveller community.