



## EXCHANGE HOUSE

National Travellers Service

### Person Specification: Assistant Local Training Initiative Coordinator

#### Qualifications

- A qualification in the area of Adult Education is essential. A minimum of Train the Trainer FETAC Level 6 or equivalent is essential.
- A qualification in humanities, social science or community development is desirable but not essential.
- An understanding of the FETAC certification system is desirable but not essential.

#### Experience:

- Candidates should have experience of working within an Adult Basic Education context or community setting or equivalent. Candidates must have experience in the design, delivery and evaluation of adult educational programmes.
- Experience of working with the Traveller community or disadvantaged groups would be an advantage.

#### Essential skills:

- A clear understanding of the social issues facing the Traveller community today
- Ability to work within a multi-disciplinary team
- Strong facilitation and group work skills
- Excellent interpersonal skills
- Strong listening skills
- Ability to work on own initiative as well as part of a team
- Flexibility in relation to hours may be necessary from time to time

#### Approach:

- Strong understanding of and commitment to intercultural and anti-discrimination practice is essential
- An open and non-judgmental approach is essential
- A learner-centered approach is essential in order to meet the needs of learners appropriately.
- A holistic approach to meeting the educational needs of learners is essential.
- A commitment to critical reflective practice is essential.
- Experience in community development and/ or community education is desirable
- Experience in programme co-ordination is desirable

#### Desirable Skills:

- Good organisational and time-management skills
- Computer skills
- Fundraising skills
- Record keeping skills
- Report writing skills