

LTI Assistant Coordinator Job Specification

Ballyhoura Development Ltd. is currently recruiting for the position of Assistant Coordinator for a Local Training Initiative (LTI) QQI Level 4 **Retail Skills** course in the Ballyhoura Development area.

Job Title: LTI Assistant Co-ordinator, Retail Skills course

Reporting to: LTI Co-ordinator, Retail Skills course

Location: Mitchelstown, Co. Cork

Job Summary: The position of LTI Assistant Coordinator involves supporting the Co-ordinator in the delivery and coordination of training on an ETB supported Local Training Initiative. The position includes the provision of administrative support to support the Co-ordinator in managing and supporting the participants on the Local Training Initiative and ensuring participants receive the required training to acquire a QQI Level 4 in Retail Award and develop other necessary skills, including personal skills. There is a significant administrative and teaching element to this position.

This Local Training Initiative will focus on retail. The accredited modules are:

- Induction
- 4N1183 - Retail Sales Techniques
- 4N1989 - Customer Service
- 4N0689 - Communications
- 4N1168 - Work Experience
- 5N1861 - Retail Display
- 4N1184 - Stock Control
- 4N1125 - Information Technology Skills
- 4N1185 - Retail Payment Procedures

Responsibilities

- Provide training on each of the modules to course participants as directed by the LTI Co-ordinator
- Assist the co-ordinator in the administration of the LTI programme including preparation of reports for Cork ETB and Ballyhoura Development to Quality Assurance standards.
- Assist in the recruitment of course participants.
- Deliver, and where necessary coordinate the delivery of training, in the identified accredited and non accredited training modules to the prescribed standards and in accordance with the relevant syllabus.
- Support the participants to achieve their QQI Level 4 Award.
- Develop individual participant progression plans and review regularly.
- Any other duties that may be assigned in the context of the Local Training Initiative

Suitable candidates must have a

- Relevant nationally recognised qualification in teaching (QQI 5 Train the trainer or above)
- Relevant qualification or experience in retail in a training delivery setting
- Minimum of 3 years experience in the retail sector and with good working knowledge of cash register operations and procedures
- Full driving licence
- Proficiency in Microsoft Office
- Knowledge of QQI qualifications and modules.
- Project and people management skills

This is a fixed term contract to 31st May 2019