



EXCHANGE HOUSE IRELAND

National Travellers Service

Person Specification: Local Training Initiative Coordinator

Qualifications

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

Experience:

- Candidates must 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.
- Administration skill desirable
- Working knowledge of Microsoft Office: Word, Excel and PowerPoint

Essential skills:

- A clear understanding of the social issues facing the Traveller community today
- Ability to work within a multi-disciplinary team
- Excellent 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
- Solution focused, motivated and enthusiastic

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

Application:

Completed application forms should be sent to *(CVs will not be accepted)*:

Education & Training Service Manager
Exchange House Ireland 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

Closing date for receipt of applications is 5.00pm on Wednesday 17th June 2015

Shortlisted candidates will be interviewed on Wednesday 24th June 2015

Ideally the successful candidate will start work immediately

*All positions in Exchange House Ireland are subject to Garda Vetting and full reference checks.
Exchange House Ireland is an Equal Opportunities Employer and welcomes applications from
members of the Traveller community.*