**Job Description – Assistant Coordinator, Local Training Initiative (LTI)**

**Location;** Swords, Co. Dublin.

**Direct reporting line to;** LTI Coordinator and Community Manager, Shelbourne.

**Commencement date;** Immediately

**Duration;** 1 year (rolling) contract.

**Description**

The broad administrative area covered by the Dublin & Dun Laoghaire Education & Training Board (DDLETB) reaches from Balbriggan in North Dublin to Dún Laoghaire in South Dublin and Lucan in West Dublin. The DDLETB is committed to excellence and innovation in the education and training of young people and adults through the provision of dynamic services delivered by professional staff. DDLETB provides training opportunities for those who are entering the labour market for the first time and those who wish to upskill and/or change their career path.

Shelbourne Football Club and the DDLETB Baldoyle Training Centre will collaborate in the delivery of a Local Training Initiative (LTI). The Business (of Football) administration foundation course will utilise the powerful attraction of football to engage unemployed people with mainstream education. Shelbourne FC and DDLETB have teamed up to deliver a Training Programme targeted at young people who wish to pursue a career in the sports industry and in particular, to learn about how sports clubs operate. In this regard, Shelbourne FC is seeking to appoint an Assistant Coordinator for the LTI programme which will be based in Swords, Co. Dublin.

The training provided is the Vocational Training Charitable Trust (VTCT) Diploma in Business Administration (Level 2 / EQF Level 3) which is mapped at QQI Level 4 on the National Framework of Qualifications. The VTCT is a specialist awarding and assessment organisation which develops world-class vocational and technical qualifications in a range of service sectors. Course delivery will feature exclusive football related content to give trainees an understanding of the administrative side of running a football club.

The component modules are as follows:

Module 1 Commercialisation & Administration of Football

Module 2 Football & Community Development

Module 3 Running an Enterprising Activity

Module 4 Business Development

Module 5 Marketing, Branding & Promotion

Module 6 Event Planning Health & Safety

Module 7 Personal Development & Leadership (Career Development)

Module 8 Volunteering

Module 9 Club Finance

Module 10 Football Coaching (PDP1 and 2) – optional.

Additional award modules may also be provided such as Soccer Coaching at QQI level 5 to complement the FAI PDP 1 and 2 certified courses while other training modules such as career planning may also be considered.

**The reporting relationship**

The LTI Assistant Coordinator will report to the LTI Course Coordinator and the Community Officer of Shelbourne Football Club.

**The Responsibilities of the Local Training Initiative (LTI) Coordinator**

* To assist in the management and delivery of a Local Training Initiative
* To assist in the development and evaluation of the LTI in consultation with the LTI Co-ordinator and all stakeholders
* Support the Coordinator in the recruitment of suitable learners for the project
* Support and facilitate learners in pursuing and achieving a QQI major award
* To assist the Coordinator with administrative tasks (including financial) associated with the running of the LTI.
* Assist in the delivery of the VCTC Diploma in Business Administration education modules to learners on the Local Training Initiative
* In cooperation with the Coordinator, liaise with DDLETB in the operation of all monitoring procedures and visits.
* Liaise with Shelbourne FC to facilitate regular community work placements for learners.

**Specific Duties**

* Assist in the promotion of the course and the recruitment of learners
* Assist in the testing, selection and registration of learners with DDLETB when the new project starts.
* Assist the Coordinator with the general administrative tasks associated with the running of the LTI
* Assist with the design, delivery and evaluation of course modules for the LTI in cooperation with the Coordinator and any external education providers.
* Assist with providing on-going support to learners to ensure they benefit from and successfully complete the programme.
* Take an active role in facilitating the trainee’s football in the community work experience programme including work in local schools and grassroots clubs.
* Assist in the delivery of training modules for the VTCT Diploma in Business Administration (QQI level 4)
* Assist the coordinator with the general administrative tasks associated with the accreditation of the LTI modules
* Take part in regular meetings with the co-ordinator and external tutors to monitor and develop on-going work plans and schedules to ensure smooth running of the project
* Assist the Coordinator to evaluate learners’ progress with regular group and individual meetings.
* Assist the Coordinator in the development of individual learning plans for learners ensuring high-quality, person-centred training and facilitate progression to other forms of training, education or employment
* Assist the Coordinator to comply with of DDLETB TQAS Quality Assurance requirements
* Assist the Coordinator with the preparation and submission of all necessary financial claims in line with the DDLETB / TQAS Quality Assurance process
* Assist in the production and retention of all project records in accordance with the requirements of GDPR/ JADD / DDLETB / ESF / QQI
* Assist in the monitoring, recording and reporting of course participants’ attendance to DDLETB on a weekly basis
* Participate in an annual review at the end of the LTI programme
* Any other duties that may be assigned from time to time or as the programme evolves

**Other Duties**

* To take on other tasks and duties that will further develop the aims and objectives of the LTI as requested by DDLETB / Shelbourne FC
* Implement Health and Safety procedures as per current legislation
* Provide cover for LTI Co-ordinator when required

**Key Skills Required**

* Experience in improving educational outcomes for young adults in disadvantaged settings.
* Experience of designing, developing, delivering and submitting QQI accredited training programmes
* Project management skills and high attention to detail in managing a diverse and demanding workload.
* Knowledge and awareness of working with young adults and a keen awareness of the nature and extent of educational and social exclusion.
* An ability to design and evaluate training sessions and or classes, group work and facilitation skills.
* Be familiar with the DDLETB Training Quality Assurance Standards (TQAS)
* Have excellent administrative and organisational skills with the ability to prioritise and meet deadlines
* Strong interpersonal skills are essential to the role with the ability to interact with sensitivity, efficiency and professionalism
* Proven self-initiative
* Competence in IT systems and multimedia systems and platforms
* A full driving license

**Education**

* Have a third level academic qualification (a qualification in a Sports, Business- related area would be an advantage)
* Have a recognised Training Qualification – minimum Train the Trainer at QQI level 6.

**Abilities and knowledge**

The ideal candidate will demonstrate;

* An understanding of the promotion of Social Inclusion through Sport
* A knowledge of the role of the local statutory and voluntary sectors in relation to sports development
* A strong interest in football would be an advantage.
* A nationally recognised football coaching qualification is desirable.

**Hours of work**

39 hours per week (Monday to Friday).

**Salary Salary**

Competitive

**Course Duration**

The current LTI programme runs from 27th September 2021 until August 2022 (48 -week duration).

Please apply by email along with a digital copy of your CV to: [recruitment@shelbournefc.ie](mailto:recruitment@shelbournefc.ie)