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

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

**Direct reporting line to;** CEO and Community Manager, Shelbourne FC.

**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 a 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 Coordinator will report to the CEO and the Community Officer of Shelbourne Football Club.

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

* To lead and manage the delivery of a Local Training Initiative
* To develop and evaluate the LTI in consultation with the learners, DDLETB, Shelbourne FC, LTI staff, external tutors and other appropriate supporters, which meets the learning objectives and participants needs
* Identify QQI accreditation opportunities and facilitate learners in pursuing and achieving a QQI major award
* Collaborate with Shelbourne FC and DDLETB in the operation of all financial and procurement processes
* Delivery of the VCTC Diploma in Business Administration education modules to learners on the Local Training Initiative
* Liaise with DDLETB in the operation of all monitoring procedures and visits.
* Liaise with DDLETB and Shelbourne FC in the recruitment of suitable learners for the project.
* Responsible for overall management and administration of course

**Specific Duties**

* Co-ordination of a full-time LTI programme
* Co-ordinate the course promotion and recruitment of learners for the programme
* Co-ordinate the testing, selection and registration of learners with DDLETB when the new project starts.
* Responsible for the welfare of and on-going support to learners to ensure they benefit from and successfully complete the programme.
* Design, deliver and evaluate modules for the LTI in cooperation with external education provider.
* Organise accreditation of the LTI modules.
* Delivery of training modules for the VTCT Diploma in Business Administration (QQI level 4)
* Conduct regular meetings with the Assistant co-ordinator and external tutors where appropriate to develop on-going work plans / schedules to ensure smooth management of the project
* Provide learners with individual learning plans ensuring high-quality and person-centred training.
* Evaluate learners’ progress with regular group and individual meetings.
* Develop individual learning plans with learners and facilitate progression to other forms of training, education or employment
* Comply with DDLETB Quality Assurance standards and requirements (TQAS)
* Liaise with and report to the Shelbourne FC Community Officer and CEO on a weekly basis and more regularly if required
* Store and maintain project records in accordance with the requirements of GDPR/ Shelbourne FC / DDLETB / ESF / QQI
* Monitor, record and report course participants’ attendance to DDLETB on a weekly basis
* Maintain all necessary financial records and provide monthly and other financial reports to DDLETB and Shelbourne FC
* Support the preparation and submission of all necessary financial claims in line with DDLETB / TQAS Quality Assurance process
* Submit a detailed report to Shelbourne FC and DDLETB management and participate in an annual review session at the end of the LTI programme
* Control and monitor all of the equipment and resources needed to deliver the LTI programme effectively
* 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 assistant co-ordinator when required

**Key Skills Required**

The ideal candidate will demonstrate

* 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 exclusion.
* An ability to design and evaluate training sessions and or classes, group work and facilitation skills.
* Be familiar with and have experience of 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 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**

**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)