

WCP Mullingar is a not-for-profit organisation, with charitable status. Established in 1985, with almost 40 years of experience, our main aim is to support the women of Mullingar and the surrounding areas and their families; to be empowered through education, training and community enterprise support.

WCP Mullingar invite applications for the following position:

Training & Education Coordinator Job Description (20 hours per week)

- The position of Training & Education Coordinator (T&E Coordinator) involves the overseeing and management of the Training & Education Department, including daily management, planning and implementation of programme delivery.
- Identify and support training needs, educational provision, development opportunities & initiatives and recruitment of Learners.
- To identify and form strategic partnerships for course development, validation, and delivery.
- Induction, Supervision & Training of Staff, Volunteers & Tutors in the T & E Department & other areas as required.
- Overseeing the Department finances.
- Advertising & designing marketing materials / content & updating social media platforms regarding the activities of the T & E Department and WCP Mullingar.

Competencies & Qualifications Required:

- Minimum Level 7 in Training & Education, Community Education, Community Development and / or related areas.
- Minimum of 3 years relevant Work Experience in a similar role & of supervising staff at appropriate management level, including preparing staff rosters.
- Excellent Planning, Administration, Organisational, Multitasking, Interpersonal, Communication & Presentation skills.
- Proven track record of educational programme delivery, monitoring, reporting to a range of stakeholders & working to deadlines.

Location: Women's Community Projects (Mullingar) Association CLG
Parish Community Centre, Bishopsgate Street, Mullingar, Co. Westmeath, N91 AWH7.

Application Process

- To apply for this position, email a cover letter outlining your suitability and CV by email only to coordinator@wcpmullingar.ie
- **Closing date: Friday 26th July 2024 @ 5pm.**
- Interviews will be competency based and shortlisting will apply on the basis of information provided in your cover letter & CV.
- Flexibility regarding working hours will be required.
- These positions are subject to Garda Vetting. WCP Mullingar is an equal opportunity employer.

Remuneration

- The full-time salary for this position is €43,500.60 (Pro Rata 20 hour contract).
- A 6-month probationary period applies. A fixed term contract will be awarded to the successful applicant for 1 year.
- Further contracts may be offered subject to satisfactory performance of duties & the continuation of funding for the position.
- Attractive Leave entitlements.
- Access to an Employee Continuous Professional Development Support Programme.
- Bike to Work scheme.

To request full job descriptions please email: coordinator@wcpmullingar.ie