



- Job Description:** Training Development Officer funded by DE
- Responsible to:** Manager and Management Board of Altram
- Contact with:** Management Board of Altram
Early Years practitioners
OCN NI
Community/statutory/voluntary agencies
Department of Education
- Aims:** To coordinate the development of an Irish medium
Preschool education immersion course

MAIN DUTIES

- To coordinate the delivery of the project and ensure the relevant systems, policies and procedures are followed
- To collaborate in the implementation of the projects delivery plan within time bound targets
- To liaise with OCN NI where appropriate
- To coordinate and facilitate the Course Planning & Implementation Group (PAIG)
- To coordinate and facilitate the Course Review Group (RG)
- To liaise, collaborate and work in partnership with all the relevant personnel internally & externally such as: Altram Manager, Altram Chair, PAIG, OCN NI, RG, Graphic Designer, Publisher
- To edit and amend course materials, content and presentation as required
- To liaise with course tutors, assessors and internal/external verifiers
- To maintain expenditure records

GENERAL DUTIES

- To work as an active and integral part of the Altram team
- To be flexible regarding working hours
- To undertake such other duties as shall be required from time to time.

Hours: 37.5 uaire sa tseachtain

Salary: **£30,200**

ESSENTIAL CRITERIA

The applicant must have:

- A third level qualification
- Experience in using Irish consistently as a means of communication in a working environment or domestic setting
- Competent computer skills e.g. Microsoft Office: word processing, spreadsheets, internet etc...
- Good communication skills in Irish and English
- Experience in having responsibility for a specific area of work that requires planning, liaising with others
- Ability to work on own initiative or as part of a team
- A current driving license **or** access to a car or other mode of transport, which will enable the applicant to carry out the duties of the post effectively and efficiently

DESIRABLE CRITERIA

- At least one year's experience of working in the Irish medium sector
- Experience of evaluation systems, data collection and reporting
- Flexibility in working hours if required