



## **LTI Project Coordinator – 6 month contract**

Applications are invited for the post of **LTI Project Coordinator** in the Level 5 Business Studies scheme administered by Rothe House Trust Ltd, Parliament St., Kilkenny.

**Job Title:** LTI Project Coordinator, Full time

**Reporting Relationship:** Reporting to the Executive Manager of Rothe House Trust and the ETB.

### **Overall Purpose of the Position**

The LTI Project Coordinator will be responsible for the coordination of the Level 5 Business Studies programme including delivery and evaluation of the current programme. She/He will also be responsible for the financial management/monitoring of the programme budget and ensuring adherence to SOLAS and ETB reporting requirements. The successful candidate will have a proven track record in Business, Project Management/Administration, excellent interpersonal and communication skills as well as strong IT skills.

### **The ideal candidate should have**

- A relevant 3<sup>rd</sup> level degree
- Tutoring experience
- Minimum of three years' experience working with unemployed people
- Office management and organisational skills, an ability to work on own initiative and as part of a team
- Experience and ability to deal with the public
- Experience and knowledge in computer programmes and applications

Salary will be in accordance with current ETB coordinators' rates.

Applications via a covering letter and accompanying CV to be sent to Grace Fegan, Executive Manager by email to: **manager@rothehouse.com**

By Post to: Executive Manager, Rothe House Trust Ltd., Parliament St., Kilkenny.

Please mark your envelope "Confidential".

The closing date for applications is 2pm, Monday 15<sup>th</sup> February 2016

Interviews will take place on the 18<sup>th</sup> of February 2016

Shortlisting of applicants may apply.

Rothe House Trust Ltd, is an equal opportunities employer.