

## Education & Training Coordinator

### Job description

- Develop, design and co-ordinate KCAT's inclusive education and training programme.
- Identify and support the needs of inclusive arts training and education provision
- To ensure that the artistic integrity of our courses reflects that of KCAT's arts policies
- To deliver and oversee course administration to include enrolment, PR, student liaison
- To manage finances within a dedicated budget
- Identify training development opportunities and initiatives
- To work with existing arts initiatives in the local and regional area.
- To identify and form strategic partnerships for course development, validation and delivery
- To utilise KCAT's facilities for arts training and education initiatives
- To undertake the monitoring and evaluation of training programmes and in conjunction with the core team develop strategic documents and presentations

### Other Duties

- To produce regular and clear reports on education activities
- To represent KCAT at meetings, conferences and seminars as and when directed
- To deputise for the Centre Coordinator as and when the need arises
- To carry out any other duties commensurate with the post

### The Person

- Third level qualification in Education or other relevant degree
- Previous experience in delivering (arts) courses
- Excellent verbal and written communication and interpersonal skills with a variety of stakeholders

### Work terms and conditions

There will be a 5 day working week on-site. The post holder must however be willing and able to work outside normal office hours. Time in lieu is available. The post holder may occasionally be required to travel in order to fulfil their duties.

Salary: €25,000 per annum - Fixed term contract for 1 year with a view to extend.

Short listing will apply.