



Craol Project Coordinator duties:

CRAOL Administration

- Secretarial and administrator for committee
- Provide admin and support to CCC for meetings and working groups.
- Complete work as outlined in yearly plan, reporting as per funder requirements
- Work closely with treasurer and bookkeeper ensuring budgets are maintained, records are kept and events and trainers are properly costed and report back.
- Organising events for Craol and attending other events providing admin and other supports.
- Attend meetings with CnaM and other agencies as required.

QQI Administration

- All Administration for QQI Courses for the CRAOL centre.
 - Register QQI course and candidates on QQI system
 - Complete internal verification on folders submitted.
 - Present folders for external verification
 - Arrange meetings and attend with QQI results approval panel.
 - Submit results to QQI system for certification,
 - Distribute certs to trainers.
- Organises CPD's for Trainers
- Ensure Trainer register is up to date.
- Quarterly meetings with Trainers (online)
- Provide support to Craol trainers, with queries etc.
- Liaise with QQI to ensure delivery and certification standards of courses are maintained by CRAOL.
- Review of course materials and handouts.
- Prepare reports for Craol Academic Committee and attend meetings.
- Carry out Centre checks and meet with Learners and Trainers
- Attend QQI meetings and webinars
- Provide reports to QQI as required.
- Facilitate QQI Audits
- Maintain records
- Comply with Data Protection and GDPR

Skills and experience workshops

- Organise up to 6 one day workshop/training sessions to assist the Network with issues/difficulties that arise or to upskill Staff, Board members and Key Volunteers.

Community Radio Ethos Promotion

- Prepare tendering process for National Community Radio Day.
- Assist Craol Coordination Committee Working Group with administration of tendering process, contract award, ToR and reporting procedures.
- Liaise and support Contracted station to ensure event is delivered as per contract and meets the theme and ethos of event.
- Organise other ethos events as may be required.

In conjunction with Compliance and Sustainability Coordinator

- Assist event management for Féile & Achievement Awards
- Support planning and administration of AGM

- Support Committee Annual Review of Governance
- Attend and Facilitate CCC annual work plan and end of year review
- Organise and deliver Induction training to CCC after AGM.
- Yearly review of QA policies

In conjunction with Bookkeeper

- Annual update of station contacts for invoices purposes.
- Ensure Invoices for membership, QQI costs, Media Libel Insurance are issued and follow up payment where required.
- Forward invoices for payment to Bookkeeper and Finance Committee as per policy and procedure.
- Liaise with Auditor as required
- Prepare reports and M45 for CnaM.

Other

- Provide monthly reports to the CCC
- Respect confidentiality & data protection issues in relation to all of the above
- Invoice Craol monthly

Person Specification

Essential

- Commitment to the purpose and ethos of Craol, with extensive (5 years +) experience in a similar position.
 - Excellent understanding of QQI accreditation, Awards Framework, and community education and Governance and Compliance requirements especially for not-for-profit sector.
 - Ability to manage multiple projects simultaneously and possess the skills to work effectively with Contractors and Volunteers in a collaborative environment.
 - Highly developed networking, interpersonal skills with the ability to build rapport with funders, community development and community education colleagues.
 - Self-proficiency in project management approaches, strong computer skills, excellent presentation skills and experience in training delivery and facilitation.
 - Competent to develop and maintain content on social media platforms.
 - Creative with the ability to take initiative, be proactive, and self-starter.
 - Ability to travel, conduct evening work, occasional overnight stays, and weekend work.
- Use of a vehicle and hold a valid driver's license.

Rate of pay- €180 per day

Number of days to end of year - 73

This contract is for 5 months initially with the view to renewal in Jan 2025 subject to funding.

Please submit applications to Chair@craol.ie

The closing date for applications is 5pm on Wednesday the 24th of July.

Shortlisting may apply & interviews to be held on Tuesday the 30th of July.

Funded by Coimisiún na Meán through the Sectoral, Learning & Development Fund.