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## **Southside Travellers Action Group: TASK Programme Coordinator (<https://www.activelink.ie/node/116553>)**



### **Job Vacancy: TASK Programme Coordinator**

**Location: Sandyford, Dublin 18**

**Full-time | Funded by DDLETB | Subject to continued funding**

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### **About Southside Travellers**

#### **Our Vision**

*"A resilient, vocal and empowered Traveller community in Dún Laoghaire–Rathdown where Travellers provide leadership to their community and reach out to the wider community of Travellers in Ireland."*

#### **Our Mission**

*"An inclusive and dynamic organisation providing a wide range of programmes and services to meet the needs of Travellers and which advocates for the inclusion of the Traveller community as a recognised and valued ethnic group within Irish society."*

#### **Our Core Principles**

- Traveller Leadership and Participation
  - Advocacy and Equality
  - Partnership and Accountability
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### **About the TASK Programme**

**TASK (Training, Awareness, Skills and Knowledge)** is a **Local Training Initiative (LTI)** funded by the **Dublin and Dún Laoghaire Education and Training Board (DDLETB)**. The programme supports **learners aged 16–35**—both from the Traveller community and the settled population—through a full-time accredited training and personal development curriculum.

Based at our Sandyford Resource Centre, TASK includes:

- **QQI Level 4 modules** leading to a **Major Award in Employment Skills**
  - **Life coaching and personal development workshops**
  - **One-to-one supports** to build both soft and hard skills for employment and education
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### **About the Role**

We are seeking a **motivated, skilled, and qualified individual** to join our team as **TASK Programme Coordinator**. This person will work closely with the Programme Management Team and report to the Director of Southside Travellers.

## Key Responsibilities

- Design, deliver, and assess **at least 85% of accredited QQI Level 4 modules**
  - Co-design the **annual Project Plan** for approval by DDLETB
  - Lead the **recruitment and engagement of programme participants**
  - Provide **ongoing support and mentoring** to learners
  - Manage **programme documentation, evaluations, and reports** (both educational and financial)
  - Liaise with DDLETB, the STAG Director, and other stakeholders to ensure **programme quality and sustainability**
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## Candidate Profile

### Essential Requirements

- Proven experience **designing and delivering QQI-accredited training**
- A recognised **Train the Trainer** qualification or a relevant teaching qualification equivalent (e.g. QQI Level 6)
- Strong **facilitation and communication skills**
- Excellent **programme planning, report writing**, and organisational skills
- Deep understanding of the **social and educational challenges faced by the Traveller community**
- Experience working with **marginalised youth** or similar target groups

### Desirable

- Experience in **coordinating Local Training Initiatives (LTIs)**
  - Familiarity with **DDLETB reporting structures and standards**
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## Application Process

**Deadline for Applications: 18th July 2025**

**Shortlisting and interviews: August 2025**

Applicants must submit:

1. A **detailed cover letter** outlining how they meet the requirements
2. An **up-to-date CV**

*Applications missing either a cover letter or CV will not be considered.*

Please send your application by **email** or **post** to:

**Southside Travellers Action Group**

Unit 5, Furze Road,  
St. Kieran's Enterprise Centre,  
Sandyford Industrial Estate,  
Dublin 18

Email: [geraldinedunne@southsidetravellers.ie](mailto:geraldinedunne@southsidetravellers.ie) (<mailto:geraldinedunne@southsidetravellers.ie>)

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## Important Notes for Applicants

- Garda vetting and reference checks will be required
- All applications are subject to a shortlisting process
- STAG is an **equal opportunities employer** and **actively encourages applications from members of the Traveller community**



The project is co-funded by the Government of Ireland and the European Union

## Region

Dublin 18

**Date Entered/Updated**

1st Jul, 2025

**Expiry Date**

18th Jul, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/116553-southside-travellers-action-group-task-programme-coordinator>