**Job Description** The Assistant Coordinator is directly responsible on a daily basis to the FYF Coordinator and to Lifestyle Development Group management.

Duties will include

* To assist the FYF Coordinator on programme development and delivery
* To deliver QQI Level 4 Communications and Work Experience and other modules relevant to the Focus Your Future Major award as required.
* To Support the Learners in the training environment / process
* To identify Learners’ learning barriers early in the programme and work towards overcoming these
* To liaise with the Coordinator and Tutors
* To assist with the ongoing evaluation of the training programme delivery
* To assist with portfolio preparation to LMETB/SOLAS Quality Assurance standard
* To oversee the supervision of the programme in the absence of FYF Project Coordinator
* To assist in general administration
* By agreement between both parties to carry out any other duties appropriate to the development of the Lifestyle Focus Your Future or in the main Lifestyle Development Group organisation in Ballsgrove, Drogheda.