



Meitheal Mara Job Description Assistant Boat Yard Manager and Trainer

Reporting to: Workshop Manager-Trainer.

Employment term: 12 months in the first instance. Start date as soon as possible. (NB Garda vetting is a pre-requisite for the position).

Weekly hours: 36 hours weekly.

Working week: Monday to Friday. From time-to-time weekend working will be required to meet project demands. As much notice as is reasonably possible will be given beforehand.

Rate of pay: Gross annual pay (before tax) is €28,080 (equivalent to €15/hour).

Responsibilities:

Area	Responsibilities
1. Workshop	<ul style="list-style-type: none">• Assist the Boat Yard Manager and Trainer with the day-to-day running of the yard and workshop to ensure that Meitheal Mara is a welcoming and supportive place for workers and learners.• Assist in sourcing, planning, design and delivery of work and training programmes as required with the support of other members of the Meitheal Mara team.• Assist with orders including pricing and providing information on work, liaising with customers, job documentation and invoicing etc.• Support the upkeep, documentation and development of clear systems to ensure the smooth and safe operation of the workshop.• Support the Boat Yard Manager and Trainer to ensure a supply of materials and well maintained tools and equipment for workshop projects and training programmes, within available budget.• Assist in the maintenance of Meitheal Mara's fleet of boats and the workshop and premises.• Assist with the production of Ocean to City, Cork Harbour Festival, Inter-firm Dragon Boat Challenges and other events.

2. Training

- Assist the Boat Yard Manager and Trainer as required to provide training and instruction in boat building, wood turning, woodwork, and personal development to Meitheal Mara staff and participants and outside groups of learners, including disability and youth groups.
- Assist in providing a safe and supportive environment for all learners in line with Meitheal Mara's Child Safeguarding Policy and relevant codes of practice.
- Contribute to the design and development of programmes for in-house and QQI Level 3 and Level 4 courses.
- Help ensure Meitheal Mara's training quality standards are achieved.
- Help ensure that trainees are supported to complete portfolios and paperwork required for assessment and certification.
- Help to manage group bookings and ensure that records of learners are kept as required by Meitheal Mara and programme funders with the support of Meitheal Mara office staff.
- Contribute to the evaluation of learners' progress.

3. Staff and volunteers

- Support the Boat Yard Manager and Trainer in the training, management and supervision of staff, participants and volunteers in the workshop.
- Support staff and participants and ensure that they carry out their work correctly and to the best of their ability.
- Contribute to the evaluation of staff and participants performance, as required.

4. Health and safety

- Ensure a safe working environment in the boat yard by implementing Health and Safety policy, systems and procedures; monitoring and developing safe working methods and systems
- Provide back-up to the Boat Yard Manager and Trainer in dealing with any safety incidents that occur, as required.
- Help ensure that staff are fully trained to do their job efficiently and safely, including the use of equipment as appropriate, and ensure that equipment is safely maintained.

5. Sustainability

- Work as a member of Meitheal Mara's management team to ensure that all aspects of Meitheal Mara's activities are managed so as to ensure the accountability and sustainability of the organisation.

6. Ethos

- Support a culture of equal respect for every individual from short term trainee to full time staff member in Meitheal Mara, including awareness of respect due to oneself. This is the foundation of the community of learners and workers at Meitheal Mara.

7. Other Duties

- Undertake other duties as requested by the General Manager.