



Meitheal Mara Job Description

Assistant Workshop Manager-Trainer

Employment term: 12 months in the first instance. Start date as soon as possible.

Special requirements: 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 with reasonable notice given beforehand.

Rate of pay: Gross annual pay (before tax) is €29,835.

Working environment

The Meitheal Mara yard operates as both an enterprise and a community education centre. It is a busy space where the traditional skills of boatbuilding and woodcraft are used to provide work and training for adults and young people of all ages and backgrounds. The approach is inclusive and based on mutual respect.

Role

This role is within Meitheal Mara's management team and reports to the Workshop Manager-Trainer. The post-holder has responsibility for:

- Ensuring that the workshop operates efficiently
- Supporting Meitheal Mara programmes including group training and community enterprise activities

Approximately 60% of the role is workshop-based and 40% is office-based.

Responsibilities

1. Workshop

- Assist the Boat Yard Manager-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.
- Ensure the workshop is supplied with stock, materials and well-maintained tools and equipment for training programmes and workshop projects, within the available budget.
- Maintain records of workshop orders, including pricing, job documentation, receipts, stock control. Liaise with other Meitheal Mara staff members on invoicing and record keeping.
- Develop and maintain clear systems to ensure the smooth and safe operation of the workshop, including fixed power tools and machinery.
- 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.



2. Training

- Assist the Boat Yard Manager-Trainer to provide QQI-accredited and in-house training and instruction in boat building, wood turning, woodwork, and personal development to groups of learners from a variety of backgrounds, including Meitheal Mara staff and participants.
- Ensure the workshop training area is prepared with the equipment and materials needed before the groups arrive.
- Develop and prepare courses, training materials, assessments and lesson plans to suit the learners and meet training quality standards in consultation with other members of Meitheal Mara staff.
- Ensure assessment, feedback and evaluation records/photographs are kept of learners' progress.
- Prepare material needed for QQI assessments and help support learners to complete their portfolios and paperwork required.
- Support the provision of a safe and supportive environment for all learners in line with Meitheal Mara's Child Safeguarding Policy, Vulnerable Adults Safeguarding Policy and relevant codes of practice.

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.
- 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.