

Mountbellew Agricultural College

VACANCY

Programme Co-ordinator

The Organisation:

Mountbellew Agricultural College provides a comprehensive range of training programmes for those engaged in the agricultural and food-related sectors.

The College currently has over 900 students enrolled in its programmes and employs 35 full-time staff.

The College offers a range of courses including Bachelor of Science in Agriculture and Environmental Management, Bachelor of Business in Rural Enterprise and Agribusiness, Bachelor of Engineering in Agricultural Engineering, Adult Certificate in Agriculture Level 5 / Level 6 and a range of Teagasc Agricultural courses.

The College also offers students practical experience on the working farm which comprises a dairy herd, suckler herd, calf to beef enterprise, sheep flock, tillage and forestry.

The Role:

Mountbellew Agricultural College is seeking a **Programme Co-ordinator** to manage its Agriculture Training programme for farm families on a Fixed Term basis for 12 months.

The Programme Co-ordinator will report directly to the College Principal and will have overall responsibility for the implementation of the training programme including planning, co-ordinating, evaluating, and dealing with all matters of an administrative nature relating to the programme. The role holder will be required to ensure the provision of a high quality education to the participating students.

The role is co-located between Mountbellew Agricultural College (MAC) and Laois and Offaly Education and Training Board (LOETB) office based in Tullamore, Co Offaly.

The role requires excellent teaching and programme management skills and the ability to provide effective learner support to the student community.

Key Responsibilities:

- Provide high-quality co-ordination, management, and delivery of the Agriculture Training Programme
- Ensure the programme is delivered on time and in line with College requirements
- Provide a high quality of service to the students attending the College programme
- Act as the first point of contact in relation to student queries
- Implement and manage an effective learner support plan
- Facilitate student appointments as required to ensure an effective learners and advisory service to students
- Support the College Principal in the promotion of the programme to target audiences

- Devise and manage the scheduling of timetables and appointments
- Provide timely information regarding timetables / course notes etc.
- Ensure the practical's component of the programme is developed to a high standard and includes group work, assessment / self-assessment, feedback, problem solving, and metacognitive skills
- Oversee the production of examination results
- Be alert to developing problems and raise to the appropriate level as soon as possible
- Alert Students to planned assessment schedules and deadlines
- Oversee orientation and registration
- Record and follow up on exam/assessment absence, medical records and attendance as necessary
- Compilation and maintenance of all Programme material
- Ensure compliance with all relevant College Policies and procedures
- In collaboration with the Director of Operations / Financial Controller ensure programme is run and completed within budget allocation

Key Requirements:

- A Level 8 Degree in Agricultural Science or equivalent agricultural qualification
- At least two years' programme management experience
- Teaching skills and experience
- Practical and technical knowledge of farming
- Farm business management
- Good communication skills – written and verbal
- Good Interpersonal skills
- Attention to detail, deadline orientated and quality conscious
- Database experience an advantage
- Flexible approach to work
- Ability to work independently and show initiative

Desirable Requirements:

- A good understanding and appreciation of the role of agriculture in the Irish economy

Contract Duration - This is a 12 month Fixed Term position.

Salary & Benefits - Mountbellew Agricultural College will offer salary and benefits commensurate with its pay scale and experience.

Working Hours – The role is 37 hours per week which includes a combination of day time and evening work.

The role holder is required to have a degree of flexibility with regard to working hours with the expectation of some weekend work

Your next step.....

Interested applicants should submit a CV and cover letter to Jacqui O'Grady, HR Consultant, at hr@mountbellewac.ie. You can contact Jacqui at 087 2264981 with any queries.

Closing Date - The closing date for receipt of applications is **Friday, 27 September 2024.**

Note: All candidates must be willing to undergo Garda Vetting should they be successful.

Mountbellew Agricultural College actively supports inclusion in the workplace and will endeavour to provide reasonable accommodations as requested by candidates throughout the interview process for this position

Mountbellew Agricultural College is an equal opportunities employer