

Name of Company: Capacity Ireland – Granada Programme

Job Title: Assistant Project Coordinator

Location: Av. de Andalucía, 5, Centro, 18014 Granada

Website: www.capacityireland.ie

Duration: 3 months

Company Description:

Capacity Ireland is a community-based training provider offering high-quality training and work experience that provides our students and service users with learning and employment opportunities that would otherwise not be available to them. We also provide a range of organisational development services, including bid writing, project management and support with centre and qualification accreditation.

This role would be based in Granada, working with Ana Correia, our lead Project Coordinator there. Our Granada provision is based at AndaCoWork, who also host two of our students undertaking Erasmus+ placements.

Role Description

During this 3-month Erasmus+ placement as a Project Coordinator at Capacity Ireland, the participant will be able to engage in the tasks and activities described below. Depending on workload, there may also be opportunities to become involved with other activities.

1) Assisting with Project Coordination and Learning Support functions for Capacity Ireland's Erasmus+ programme in Granada

This will involve supporting our lead Project Coordinator in Granada to support students during their time in Granada, which will involve pastoral care, support and advice with work placements and general practical support. You will also work on project management tasks and help to ensure that we have all the necessary agreements and documents in place to evidence the placements in line with requirements of the Erasmus+ programme.

2) Working with partner organisations looking to develop new Turing projects for 2024/25

We are currently working with 2 organisations who will be submitting Turing Scheme applications in March 2024, with a view to sending groups to us in Granada from September 2024. You would work with our Granada based staff to help to prepare for these groups, which will include:

- Identifying and agreeing Turing Scheme work placements based in language schools that would start in Sept 2024 and last 10-12 weeks – we expect to target 6 placements in this area.
- Researching accommodation options for these groups
- Liaising with the sending organization (a UK Further Education College) and local partners in Granada to prepare for groups of 17-19 year olds undertaking 2-week placements from Oct 2024 (NB we have a local partner in Granada who will provide accommodation and organise placements so this work will be more project/contract management focused).

3) Supporting Capacity Irelands students doing Erasmus placements in Granada to 'self organise' exhibitions of their own art work

We have an established process for this in Sevilla, which will be further developed as part of the Creative Europe project, but we are also looking to develop something similar in Granada. This will involve engaging students who might be interested in this and helping them to participate in an exhibition.

Over the medium term we are aiming to be able to have exhibitions based in Granada and to achieve this we would need to have sufficient numbers of students wanting to participate, as well as identifying a venue and supporting the students through the process of creating and hosting the exhibition. In the short term, we could look to support students based in Granada to participate in the Seville exhibition – we did this for the current group but only 1 took part so we would hope to have at least couple more people from Granada take part in the next exhibition.