Training Coordinator - Ireland's Chips Competence Centre (I-C3)

Contract: Fixed-Term Full-Time

About MIDAS Ireland and I-C3

MIDAS Ireland, the industry association for the semiconductor and microelectronics sector in Ireland, invites applications for the position of **Training Coordinator** within Ireland's Chips Competence Centre (I-C3).

I-C3 (Ireland's Chips Competence Centre) is a national hub created under the EU Chips Act to accelerate semiconductor innovation and entrepreneurship in Ireland. I-C3 provides startups, SMEs and researchers with access to world-class expertise, design platforms, pilot production lines, training and funding support.

IC-3 is one of 30 other national chip competency centres in Europe and is led by consortium partners Tyndall National Institute, MCCI (Microelectronics Circuits Centre Ireland), MIDAS Ireland and UCD (including NovaUCD). It is supported by the European Union and the Irish Government, through Enterprise Ireland.

This is a unique opportunity to help build Ireland's semiconductor skills ecosystem from the ground up and contribute to national and European innovation goals.

The Training Coordinator will be employed by MIDAS Ireland, working full-time within I-C3 and reporting to the I-C3 Centre Director for day-to-day activities.

The Role

The Training Coordinator will design, implement and manage the national training programme for I-C3, aligning it with the centre's mission to build advanced semiconductor skills in Ireland. The role combines strategic planning, programme design, operational management and stakeholder engagement.

Key Responsibilities

Strategic Planning

- Identify and analyse the training and development needs of I-C3's client base through consultation with companies, researchers and stakeholders.
- Develop and maintain a comprehensive semiconductor training roadmap aligned with the EU Chips Act and I-C3 objectives.
- Build partnerships with national and European competence centres to coordinate skills initiatives and share best practice.

- Promote I-C3 training offerings nationally and across Europe through targeted marketing and communication. Develop and maintain a comprehensive semiconductor training roadmap aligned with the EU Chips Act and I-C3 objectives.
- Define and monitor key performance indicators (KPIs) for training activities, participation and impact.

Programme Design

- Establish and maintain a panel of qualified trainers and training providers.
- Establish a mentor panel to advise on training requirements.
- Collaborate with stakeholders to agree course content and learning outcomes.
- Prepare and manage training tenders, ensuring transparent and compliant procurement.
- Identify new or emerging skills areas and oversee the development of new courses addressing advanced semiconductor technologies and business needs.

Programme Delivery

- Publish and manage a rolling calendar of training courses in collaboration with partners.
- Coordinate all logistical aspects of course delivery, including venue booking, digital-platform setup and participant registration.
- Personally deliver some training if required.
- Manage course pricing, enrolment tracking and fee processing.
- Ensure quality assurance through participant feedback and continuous improvement.

Reporting and Administration

- Prepare monthly activity and KPI reports for the I-C3 Director and MIDAS Ireland.
- Maintain documented procedures for training operations, procurement and quality management.
- Contribute to annual budgeting and financial tracking for training activities.
- Perform other duties and responsibilities as required.

Note: As these core responsibilities expand and evolve, flexibility concerning the allocation of specific duties will be necessary, and this is especially true during the start-up phase. Accordingly, the responsibilities detailed above are not intended to be exclusive or restrictive. Duties may be added or withdrawn as necessary.

About You

- Minimum 5 years' experience in training coordination, learning-and-development, or programme/project management.
- Experience working in a technical, engineering, research or academic environment is a plus but not essential.
- 3rd level or equivalent qualification in a relevant discipline.
- Strong stakeholder-management and interpersonal abilities.
- Excellent communication skills, both verbal and written.
- Excellent organisational and planning skills.

- Ability to work independently and collaboratively within a multidisciplinary team.

What we can offer you

- A chance to lead the development of Ireland's semiconductor skills ecosystem.
- Opportunity to collaborate with national and European innovation networks.
- Competitive salary and benefits package commensurate with experience.

Please contact info@midasireland.ie if you would like to discuss the role in confidence with the hiring manager.

Closing Date for applications is January 30th 2026.

Application Instructions:

Apply for this position with your CV and motivation letter to info@midasireland.ie.

Please note that Garda vetting and/or an international police clearance check may form part of the selection process.

MIDAS Ireland is an Equal Opportunities Employer.