Trainer and Facilitator - Job Description

Role and Purpose

The successful candidate will work as part of the Erasmus+ Team and collaborate across our network of stakeholders in the Northwest to promote, deepen and strengthen education engagement in the adult, youth, schools and vocational education sector.

This is a varied role requiring excellent interpersonal skills and training experience and good organisation and multi-tasking skills, as well. This is a specified purpose contract of two years. The role will be based in Virginia, Co. Cavan.

Key Responsibilities

- Work as an integral member of the training team and play an active role in the design and delivery of our training courses and workshops
- Plan and facilitate workshops, training sessions and events to target audiences, both on-line and in-person.
- Test and pilot educational resources and materials within trainees and professionals
- Deliver a range of well-organised, imaginative, quality capacity building workshops for a range of target groups within the local community
- Arrange and facilitate small consultation groups at community level to conduct research and identify local training needs
- Manage relationships with key stakeholders, target group members, adult learners and the wider community.
- Participate in continuous professional development training work in Ireland and in Europe throughout the year

The above job description is not intended to be a comprehensive list of all duties involved and consequently, the successful candidate may be required to perform other duties as appropriate to the post which may be assigned to them from time to time.

Skills and Experience Required:

- A relevant qualification in training or a related field is required.
- Must have at least 2-years proven experience in delivery training sessions or workshops

The candidate should possess the following skills and attributes:
- Self-starter, comfortable working independently to an overall workplan
- A good team player with enthusiasm, drive, friendliness and approachability.
- Responsive and adaptive to a dynamic work environment.
- High level of professional responsibility and integrity.
- Excellent interpersonal and communication skills.
- Organisational skills and ability to multi-task is essential.
- A committed to the principles of impactful community development – we interested in the quality of the work delivered.

Terms of Employment

This is a fixed term full-time contract (40-hours per week) up to 31st July 2026 subject to the satisfactory completion of a probation period. The nature of the work may require working unsocial hours i.e. evenings and weekends plus EU travel. Given the outreach nature of the role, you must have access to own transport.

Salary scale: €33,800 to €39,600 depending on experience and qualifications.

All staff members are required to obtain Garda clearance as a condition of their initial and continued employment.

Leave: The annual leave entitlement is twenty-five (25) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Future in Perspective is an Equal Opportunities Employer.

All documentation received by the company will be processed in accordance with the relevant applicable data protection legislation. The information will only be used in the processing of job applications and for ongoing administrative purposes with job candidates.

This position is funded through European Erasmus+ Programme 2021 - 2026.

To apply, please submit a CV **and** cover letter outlining reasons for your suitability for your chosen position to jobs.fipl@gmail.com. Applications must be clearly marked for the position applied for. Closing date for receipt of applications is **Friday, 26th July 2024.** Late applications will not be considered, and shortlisting will apply. Candidates from non-traditional backgrounds are especially welcome.