

## Job Description

### Training Officer (Regional) – Full Time, Permanent

Job title:	Training Officer (Regional)
Location:	The postholder will co-ordinate and deliver training nationwide and will be based at one of the Ruhama Regional Offices.
Reports to:	Head of Services
Purpose:	<ul style="list-style-type: none"> <li>To co-ordinate, deliver and evaluate a range of training packages including individual bespoke training to frontline practitioners &amp; non frontline organisations (statutory, non- statutory, community and voluntary organisations) regionally across Ireland and work collaboratively with the Training lead in the design and development of all training.</li> <li>To work with the Training Lead on the establishment of an accredited evidence-based Training Hub which will provide training and sharing of expertise of understanding and supporting victims/survivors of prostitution, Human Trafficking for Sexual Exploitation.</li> </ul>
Hours:	Permanent and full time 35 hours per week, rostered Monday to Friday in line with the needs of the service. Ruhama services are delivered between 9am-5pm & 11am-7pm
Salary:	Competitive salary range applies.

#### KEY DUTIES & RESPONSIBILITIES:

##### Training packages

- Work collaboratively with the Training lead to co-ordinate, deliver and evaluate the existing Ruhama training programme to a range of frontline practitioners & non frontline organisations (statutory, non-statutory, community and voluntary organisations).
- Work with training lead to coordinate the delivery and evaluation of bespoke training for individual organisations.
- Work with the training lead in any design, development, and piloting of a new range of training designed to respond and meet the expressed needs in the regions.
- Contribute to the review of the evaluation process for all training.
- Work with the training lead and policy and communications to input into the design, branding, and packaging of all training.
- With the training lead, review and pilot new innovative ways of delivering training to take account of various learning styles.
- Liaise and network with organisations in the regions to identify training needs.
- Promote the training packages in conjunction with policy and communications.
- Keep up to date with trends in the regions and at national and international level which may inform a change in direction of training.

## **Training Hub**

- Contribute to the scoping, development and establishment of an accredited evidence-based Training Hub which will provide training and sharing of expertise of understanding and supporting victims/survivors of prostitution, sexual exploitation, Human Trafficking for Sexual Exploitation.

## **Administration**

- Procure training materials following procurement processes.
- Prepare reports for the Head of Finance and Head of Service for submission to grant applications and funding reports on the training packages.
- Log and Respond to all training requests in conjunction with the training lead and keep an accurate up to date record of all requests and the status of those requests.
- To facilitate information workshops, promotion stands and groups nationally as required.
- To be vigilant to any Health, Safety and Welfare risks in the workplaces and bring any concerns to the attention of your line manager or Health & Safety Officer.
- To be aware of the Children's First Guidelines, and Vulnerable Adult and Child Protection Policy in Ruhama and bring any concerns to the attention of the DLO (Designated Liaison Officer).
- To attend supervision on a regular basis with line manager (Head of Service).
- To work as a team member to develop and fulfil the vision, aims and objectives of Ruhama.
- To comply with all Ruhama policies and procedures.
- Contribute to Ruhama's policy work and campaigns to raise public awareness of sexual exploitation.
- Contribute to a strong public profile and the promotion of Ruhama.

## **PERSON SPECIFICATION**

The person specification sets out the essential and desirable abilities and qualities needed by the successful candidate for this post.

### **Qualifications**

- A relevant third level qualification e.g. social care, addiction, nursing, counselling, psychology, education, adult education or related field is essential at QQI level 8 or equivalent.
- An accredited training qualification is desirable.

### **Experience**

- Minimum of three years of designing and delivering training, disseminating information to the public and building partnerships is essential.
- Significant experience of training coordination, administration and evaluation is essential.
- Experience of working in liaison with other agencies within the community, voluntary and statutory sectors is essential.
- Experience of working on projects related to social change and/or domestic, sexual and gender-based violence is desirable.
- Experience of Salesforce including developing reports is desirable.
- Language skills, other than excellent English, is desirable.

### **Knowledge**

- Understanding of how to design and evaluate training programmes is essential.
- An understanding of gendered based violence, including prostitution and sexual exploitation is desirable.
- A knowledge and understanding of a trauma informed approach is desirable.
- A knowledge of sector relevant legislation is desirable.

## **Skills and Abilities**

- Excellent communication and inter-personal skills essential.
- Excellent written and spoken English language skills are essential.
- Clearly demonstrated organisation, coordination, and administration skills essential.
- Excellent presentation and facilitation skills essential.
- Effective problem solving and decision-making skills essential.
- Ability to effectively multitask and manage competing deadlines.
- Demonstrate competence and professionalism to carry out the duties and responsibilities of the role.
- Ability to manage challenging behaviour and issues.
- Proven ability to use own initiative and work as part of a team.
- High motivation and enthusiasm with a positive attitude and flexible in response to organisation change & development.
- Ability to maintain confidentiality within the guidelines and policies of Ruhama.
- Strong report writing and IT skills.
- A strong interest in social justice & human rights essential.
- To develop and maintain effective working relationships with other services, using an interagency approach.

## **Other**

- Availability for flexible rostered working hours is essential.
- Full Clean Irish driving licence and access to a car is essential.
- Availability and willingness to travel nationally to deliver training on a regular basis.
- Garda Vetting will apply.

**Ruhama is an equal opportunities employer**