

JOB DESCRIPTION – PROGRAMME FACILITATOR

Job Title: Programme Facilitator (basis.point initiative)

Hours: 3 days per week (21 hours). This post is 0.6 Full Time Equivalent.

Salary: Archways Project and Development Worker Salary Scale (outlined below) – Salary commensurate with experience and qualifications

Duration: Initial 12-month contract – subject to funding

Location: Clondalkin / Hybrid – this team currently delivers core programmes across Dublin, Kildare and Meath

Line Manager: basis.point initiative Project Manager

Please note, eligible candidates must be available and eligible to travel to Turku, Finland from approximately the 21st to the 27th of September 2025 for training.

BACKGROUND

Archways is a national organisation that works in collaboration with local and national agencies. We research, develop, and promote evidence-based and evidence-informed programmes for children, young people, parents and the professionals that support them. Our programmes begin with antenatal support and provide a series of interventions for young people under the age of 18 and their families. Archways has been a recipient of funding from basis.point, the charity of the Irish funds industry, since 2014. This relationship has enabled us to expand our reach and roll-out evidence-based and evidence-informed programmes to children, young people, educators and other professionals in areas such as Cork, Dublin, Kilkenny, Limerick, Waterford, Fingal, Wexford, Kildare and Meath.

JOB PURPOSE

The main purpose of the role is to facilitate programmes to Primary Schools as part of the basis.point initiative, in particular the KiVa Anti Bullying Programme. This includes planning and development of training programmes, training co-ordination, programme delivery, and programme evaluation. A key element of the basis.point initiative is an innovative approach whereby we partner with local agencies in each area, which allows us to identify local priorities and agree and implement a local training plan in each area we work in. The Programme Facilitator will work as part of the wider basis.point initiative and Archways team to ensure the delivery of high quality, strengths-based programmes.

KEY RESPONSIBILITIES

- To facilitate training programmes as part of the basis.point initiative, primarily the KiVa Anti Bullying Programme.

- To co-ordinate delivery of training programmes, including planning and development; programme facilitation; sourcing and supplying materials; maintaining communication with participants; and programme evaluation.
- To establish and maintain effective working relationships with training participants and schools.
- To take part in necessary training and continuing professional development to fulfil the requirements of the role.
- To create and maintain records fully and accurately.
- To develop and maintain relationships with local agencies in the programme area, for example voluntary and statutory agencies.
- To prepare reports as required by the basis.point initiative Manager; Archways CEO and Board; and relevant funders.
- To demonstrate a flexible approach to working, as travel and evening work will be required.

PERSON SPECIFICATION

Qualifications and Experience
<p>Essential:</p> <ul style="list-style-type: none"> • Relevant 3rd level qualification e.g. education, community development, child development. • Qualification and / or experience of facilitating groups of adult learners. • Experience delivering evidence-based programmes. • Knowledge of evidence-based prevention and intervention approaches and commitment to social inclusion and community development principles. <p>Desired:</p> <ul style="list-style-type: none"> • Experience delivering Anti Bullying Programmes. • Experience delivering training programmes remotely e.g. online over Zoom. • Working knowledge of local services and agencies that work with children, families, and schools.
Skills
<p>Essential:</p> <ul style="list-style-type: none"> • A current full driving licence and use of own car, as travel will be required as part of this role. • Ability to work effectively as part of a team as well as ability to work on own initiative. • Excellent organisational skills and proven ability to operate successfully in a demanding and diverse workplace. • Excellent interpersonal skills. • Excellent communication skills, verbal and written, including the ability to present complex information in a clear and concise manner. • Strong IT skills.

Personal Characteristics

Essential:

- Flexible and adaptable.
- Ability to work on own initiative.
- Proactive attitude.

TERMS AND CONDITIONS

Location	The project is based at Unit 7/8 Oakfield Industrial Estate, Clondalkin, Dublin 22. Archways offer a hybrid working model with the option to work from home for part of the week. The team currently works across counties Dublin, Kildare, and Meath, and travel will be required.																											
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Hours	3 days per week (21 hours)																											
Annual Leave	25 days (pro-rata) exclusive of public holidays																											
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Why work with Archways?

- Competitive salary
- Hybrid-working model including the option to work from home.
- Access to our benefits package including an attractive company pension plan and death benefit plan, after 12 months service.
- Employee Assistance Programme with Spectrum Life
- Be rewarded and recognised for your performance in a supportive environment – annual performance increments.

FURTHER INFORMATION & APPLICATION DETAILS

For further information regarding the role, please contact Eimear Collins, basis.point initiative Project Manager by email ecollins@archways.ie.

Interested candidates are requested to complete the attached Application Form and return it to ecollins@archways.ie. The **closing date for receipt of applications is 5pm on Thursday, the 12th of June 2025.**

Please do not submit CVs.

Shortlisted applicants for this post may be placed on a panel for subsequent vacancies.