

## Role Description: Education & Training Coordinator

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<b>Salary</b>	€42,610 – 47,096, depending on experience
<b>Hours:</b>	Full-time, 35 hrs per week
<b>Reporting To:</b>	Director of Education, Training & Community Practice
<b>Direct Reports:</b>	Education & Training Officer
<b>Term:</b>	1-year fixed term contract, renewable subject to funding and performance
<b>Starting Date:</b>	ASAP
<b>Application Deadline:</b>	5.00pm Monday July 14th

### Overview

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Belong To's vision is for a world where lesbian, gay, bisexual, transgender, and queer (LGBTQ+) young people are safe to shine and can confidently shape their own futures. We work with LGBTQ+ young people as equals to achieve our vision and create a society where we all belong. We do this through youth work, community engagement, changing attitudes, and research.

Our core values are those of inclusion, integrity, and respect, in an environment of honesty and openness. Our purpose is to create a welcoming, supportive, safe and fun space for LGBTQ+ young people. We are committed to collaboration and youth participation. We believe in solidarity and intersectional equality, and our work focuses on human rights and social justice. We are dedicated to continuous improvement in everything we do.

As Education & Training Coordinator, you will be responsible for coordinating the activities of the Education & Training team to ensure the successful roll out of Belong To's educational programmes aimed at creating safe and supportive spaces for LGBTQ+ young people. You will support the Director of Education, Training & Community Practice to achieve the strategic goals of your Department, and contribute to the organisation more broadly in achieving the organisation's goals as set out in our Strategic Plan.

Please note that this role involves frequent travel nationally and occasional travel internationally. The role requires flexibility in the hours of work and will require the successful candidate to frequently work in the evenings and occasionally at weekends. Time off *in lieu* is offered for time worked outside of normal hours.

You shall perform such duties as may from time to time be assigned to you in relation to your employment and carry out such instructions as may be given in relation to the performance of your duties. You may be reassigned to other positions and locations within the company as the circumstances of the business determine.

## Staff Benefits

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Belong To provides staff members with an array of benefits and supports that increase their financial security, health, and well-being. We also support staff members to develop professionally and promote a healthy work life balance. Some of these discretionary benefits and supports include:

- Paid time off, including 26 holiday days, and following successful completion of probation access to our discretionary sick leave, parental leave, and bereavement leave schemes
- Educational assistance programmes (including paid study/ exam leave and an educational fund towards the costs of fees)
- An Employee Assistance Programme (EAP) covering you, and your loved ones.
- A death in service benefit which will pay a lump sum of x4 times your salary to your loved ones in the event of your untimely passing
- Family flexible working hours
- Hybrid Working arrangements
- Tax saver tickets and cycle to work scheme
- Staff coaching and mentoring programmes
- Staff training and development opportunities
- Staff wellness programmes
- Pension contributions (upon completion of 6-month probationary period)

## Key Responsibilities and Duties

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### LGBTQ+ Inclusive Education Programmes

- Coordinate the team and carry a personal client load of schools and alternative education spaces on an annual basis and support their participation in, and completion of the programme.
- Coordinate all programme logistics, including recruitment, training delivery, travel, and accreditation.
- Coordinate Education Programme Advisory Meetings and logistics

- Assess the effectiveness of the programme and determine the impact of the project against agreed KPIs
- Track programme expenditure

### **Stand Up Awareness Week Programme**

- Support the development of Stand Up Awareness Week training and resources with the Director of the ETCP Department.
- Delivery of online and offline Stand Up Awareness Week training sessions regionally around the country.

### **Team Management**

- Line manage members of the Education and Training team to ensure optimal performance.
- Oversee the implementation of the annual operational plan for your team.
- Report on the team's efficacy and performance against agreed KPIs to the Director of Education, Training & Community Practice, the CEO and the Board of Directors.

### **Marketing and Advertising**

- Develop, in partnership with the Communications and Advocacy Department, a promotional strategy for LGBTQ+ inclusive education programmes and Stand Up Awareness Week.
- Coordinate team attendance at, and logistics for, promotional activities, including attending conferences, trade shows, and other appropriate fora to highlight Belong To's Education and Training offerings.

### **Funding Applications and Reports**

- Support the writing of funding applications for the ETCP department, as appropriate, gathering relevant information for the narratives to accompany applications.
- Support the writing of reports for the ETCP department, as appropriate, gathering information for the narratives to accompany funding reports.

### **Note**

This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisations aims are achieved. It should be noted that the organisation is dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.

## Functional Competencies

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### Essential

- At least 4 years' work experience as a Training Coordinator, Trainer, Training Facilitator or similar role, preferably in the non-for-profit sector.
- Experience in programme management and delivery.
- Experience in training delivery and evidence of facilitation skills.
- At least 2 years' line management experience.
- Excellent communications (oral and written English), presentation, interpersonal, influencing and negotiation skills for engaging a wide variety of stakeholders. Ability to communicate complex research and policy to non-specialists.
- Excellent IT competency with Microsoft Office Suite.
- Ability to demonstrate experience in managing budgets and accounts. Ability to demonstrate initiative in finding cost efficiencies whilst maintaining the quality of programme experience.
- Full, clean driving licence.

### Desirable

- Previous experience as a Training Coordinator.
- Third level qualification in Education/Training/Communications.
- Experience working in the LGBTQ+ related and/or non-profit sector.
- Experience with e-learning design/coordination.
- Project management experience and/or qualification.
- Experience of working with database systems, especially Salesforce.
- Knowledge of the issues faced by LGBTQ+ young people.

## Behavioural Competencies

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### Effective Communication

*Communicates persuasively and confidently both to external and internal groups/stakeholders. Plays a representational role.*

- ♦ Is a persuasive communicator.
  - ♦ Presents succinct, well-balanced information written and oral, with clear outcomes.
  - ♦ Encourages a positive environment for constructive challenge and feedback.
  - ♦ Creates an environment where people are encouraged to communicate openly.
  - ♦ Shares relevant information concerning strategic / long term plans with colleagues/own team.
- Develops proposals and reports in a style and language necessary to guide, inform, and/or persuade in line with the organisation's protocol.

**Level 4**

## Planning & Organising

*Contributes to the development of operational plans, ensures plans are fully implemented, monitors progress according to operational objectives. Seeks to improve how resources are used.*

<ul style="list-style-type: none"><li>◆ Prioritises workload to ensure everything is completed to the agreed standard, monitors progress.</li><li>◆ Monitor's income and expenditure.</li><li>◆ Drafting and implementation of contingency plans.</li><li>◆ Where required to structure work of a team, ensures realistic timescales are set for both self and others.</li><li>◆ Contributes to the planning process of own department.</li><li>◆ Establishes effective measures of progress against agreed expectations.</li></ul>	<b>Level 3</b>
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## Stakeholder Focus

*Consistently strives to enhance existing services and influences resultant action plans.*

<ul style="list-style-type: none"><li>◆ Organises processes around the internal/external stakeholders, taking account of complex and sensitive issues to meet their needs.</li><li>◆ Monitors related/connected service delivered by others</li><li>◆ Gathers and monitors stakeholders' feedback.</li><li>◆ Encourages others to review what is being delivered to the stakeholders</li><li>◆ Manages stakeholders' expectations, being realistic about the potential outcome - Balances stakeholders' needs with organisational needs.</li><li>◆ Bases a new project / service on evidenced need of the stakeholders.</li></ul>	<b>Level 3</b>
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## Leadership

*Leads by example. Sets standards for oneself and others.*

<ul style="list-style-type: none"><li>◆ Establishes acceptable levels of quality and quantity of work; reviews, recognises and supports achievement.</li><li>◆ Gives others opportunities to practise new skills and capabilities, and provides support.</li><li>◆ Addresses issues of performance and quality standards across department/team.</li><li>◆ Understands in depth what motivates and encourages team members and colleagues.</li><li>◆ Relates to all colleagues with dignity, respect, objectivity, and honesty.</li><li>◆ Deals with problematic issues effectively.</li></ul>	<b>Level 3</b>
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<b>Team and Collaborative Working</b> <i>Builds teamwork, works collaboratively with team members and colleagues.</i>	
<ul style="list-style-type: none"> <li>◆ Effectively delegates, monitors, and motivates the team/working group</li> <li>◆ Sets a common aim/goal for the team.</li> <li>◆ Seeks ideas and input from colleagues in own and other teams to make best use of expertise and improve performance.</li> <li>◆ Creates a team environment through regular communication and involvement of staff in the activities of the department.</li> <li>◆ Share's knowledge, experience, and expertise.</li> <li>◆ Acknowledges the contribution of others and ensures that the recognition for achievements is shared.</li> <li>◆ Works in partnership with colleagues and other departments to achieve common goals. Works to achieve consensus.</li> </ul>	<b>Level 3</b>

<b>Drive for Results</b> <i>Implements processes to enable the achievement of the team goals and objectives.</i>	
<ul style="list-style-type: none"> <li>◆ Sets and agrees clear standards to achieve goals with team/colleagues (where appropriate).</li> <li>◆ Identifies the causes of slippage/ failure and takes prompt action.</li> <li>◆ Builds commitment to achieve desired results.</li> <li>◆ Seeks feedback from the stakeholders inside and outside the organisation to improve performance.</li> </ul>	<b>Level 3</b>

*\*Please note that listed above are the top 6 behavioural competencies applicable to this role and is not the exhaustive list of all competencies relevant to this role.*

## Overview of Practical Arrangements

### Hours and Place of work

Full-time, Monday to Friday, with flexible start and finish times and hybrid working in place. The nature of this post requires flexibility in the hours of work and will require frequent work in the evenings, at weekends and travel nationally.

The usual place of work shall be in Belong To's office at 13 Parliament Street, Dublin 2.

### Holidays

In addition to the usual public holidays the annual leave for this position is 26 working days (pro-rata).

## **The Protection & Safeguarding of Children and Vulnerable Adults**

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Belong To LGBTQ+ Youth Ireland has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisation's Safeguarding and [Child Protection Policy and Vetting Policy](#) is available for review on our website.

## **Confidentiality**

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Due to the nature of this work the post holder will often be party to highly confidential and very personal matters – they must therefore be committed and able to maintain the very highest standards of confidentiality at all times.

## **Non-Compete/ Non-Solicitation**

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A condition of the contract of employment offered to the successful candidate will be a restrictive covenant commonly known as a non-compete and non-solicitation clause.

## **Pre-Employment Health Check**

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The successful candidate shall be required to complete a pre-employment medical check and be certified as fit to perform the duties of the role in advance of taking up employment.

## **Belong To LGBTQ+ Youth Ireland is an Equal Opportunities Employer.**

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We are committed to an inclusive and diverse organisation. We do not discriminate based on race, ethnicity, colour, class, ancestry, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, anti-body status, marital status, family status, religious belief, membership of the Roma or Travelling community or any other legally protected status.

## **Data Protection and Privacy**

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The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a role with Belong To LGBTQ+ Youth Ireland we create a number of both paper and digital records in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit a request by email to [privacy@belongto.org](mailto:privacy@belongto.org) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate's personal data held by Belong To LGBTQ+ Youth Ireland are set out in our [data protection policy](#).

## Shortlisting

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The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Belong To LGBTQ+ Youth Ireland may decide that a smaller number will be called to the next stage of the selection process.

In this respect, Belong To provides for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. An expert panel will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

As part of the shortlisting process, candidates may be selected to take part in a phone screening interview. An invitation to take part in a phone screening interview will be at the discretion of the Expert Panel and does not guarantee a face-to-face interview.

## Other Important Information

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Belong To LGBTQ+ Youth Ireland will not be responsible for refunding any expenses incurred by candidates.

Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises we may at our discretion, select and recommend another person for appointment on the results of this selection process. A panel may be formed from which future vacancies may be filled.

Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

## Submitting an Application

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Please submit a completed application form in advance of the **deadline for applications of 5:00pm, Monday July 14th.**

Applications should be submitted by email to: [jobs@belongto.org](mailto:jobs@belongto.org). Please include “**Education and Training Coordinator**” in the subject line of the email.

We will inform candidates who have been successfully shortlisted. We regret that it is not possible to provide individualised feedback to applicants who have not been shortlisted for



interview and we kindly request that you do not call or email seeking feedback. Feedback is available for candidates called to interview.

Interviews are provisionally scheduled to occur on 23rd July at Belong To's offices. If you are unable to attend for interview on this date, please state so clearly on your application form. Belong To may, at its discretion, hold more than 1 round of interviews before selecting the successful candidate.

**Candidates should note that canvassing will disqualify.**

Supported by



**An Roinn Leanaí, Míchumais  
agus Comhionannais**  
Department of Children,  
Disability and Equality