



Job Description

Job Title:	Training Officer
	Training, Learning and Development Team
Type of contract:	1 year fixed term
No of hours:	35 hours per week minimum
Location:	Park West, Dublin 12
Annual leave:	29 days per year
Start date:	December 2017

ABOUT FORÓIGE

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development and the development of society. Foróige employs over 400 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 600 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects. These community-based and community-supported initiatives are run throughout the country, in rural and urban environments, and generally in partnership with various voluntary and statutory agencies. The organisation is a registered charity and is supported by a combination of statutory, philanthropic and corporate funding. Foróige is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices.

PROJECT INFORMATION

Training, Learning and Development focuses on a systematic approach to training staff and volunteers, building a culture of learning and development that meets organisational needs and matches training given with implementation on the ground, followed up with an ongoing process of quality assurance. The Team currently consists of a Senior Training Officer, 5 Training Officers and a Training Co-ordinator.

The purpose of Training, Learning and Development is to:

- Enhance and develop the training and learning function for staff in Foróige
- Embed training and learning policies and procedures for Foróige staff

- Co-ordinate the provision of the full suite of staff in-service training
- Establish minimum training, learning and development standards for staff
- Embed Foróige programmes within the work of Foróige and maintain Foróige programmes with internal and external stakeholders including Leadership, Citizenship, Brief Intervention, Be Healthy Be Happy and REAL U
- Provide in-service training to staff and volunteers as appropriate using a variety of methodologies
- Develop and implement systematic recording systems for staff and volunteer training and produce reports as required
- Provide consultancy to staff in relation to training design, evidence based and outcome focused programme and curriculum development and quality assurance
- Adapt Foróige programmes for external use, as required and provide training to external agencies

Key Performance Indicators of the Training, Learning and Development Team

- Full suite and provision of in-service training reviewed, revised as necessary and documented
- Training Policy and Procedures embedded for staff
- Systematic Learning Needs Analysis implemented for all staff
- Systematic provision of in-service training for staff – including on-line modules
- System for recording and reporting staff training developed and utilised
- Quality Standard, in line with NQSF, evidenced in staff training
- Numbers of staff trained by training and programme type
- Numbers of young people engaged in Foróige programmes
- Numbers of volunteers implementing Foróige programmes

KEY RESPONSIBILITIES

The duties of the Training Officer shall be notified by the Board of Foróige and/or its Chief Executive or nominee. These duties will include:

- Facilitating in-service staff training directly including but not limited to induction training; needs assessment and curriculum design; planning and evaluation; consultancy and group dynamics and training in Foróige programmes as required.
- Designing, facilitating and evaluating training for both Foróige staff and staff of other organisations as required
- Adapting Foróige programmes for external use, as required and provide relevant training to external agencies
- Following up with staff and managers regarding implementation of training received
- Writing plans and other reports as required
- Maintaining and developing relationships with staff, managers and volunteers
- Providing consultancy to managers and staff in the development of training, programmes and curriculum
- Networking and co-operating with other agencies as appropriate in order to initiate and contribute to staff, volunteer and young people's needs

- Representing Foróige as appropriate in order to initiate and contribute to staff, volunteer and young people's needs
- Any such other relevant duties as the National Council and/or the Chief Executive or the nominee of the Chief Executive shall deem necessary for the effective implementation of Foróige's policies and programmes and the Programmes of the Training, Learning & Development function

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE E=Essential; D=Desirable

- Education to National Degree standard **(E)**
- A minimum of 2 years relevant work experience **(E)**
- Access to car and full driving licence **(E)**
- Significant experience and understanding of the design and provision of staff training **(E)**
- Ability to facilitate the learning process **(E)**
- Excellent team working skills **(E)**
- Experience and understanding of training, programme and curriculum design **(E)**
- Experience and understanding of non-formal education interventions **(D)**
- Knowledge and experience of Foróige programmes, in particular Foróige's REAL U programme **(D)**

PERSON SPECIFICATION all essential requirements

- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Communication and team working skills
- Excellent standards of accuracy and attention to detail.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Good written communications skills, including ability to draft summary information and correspondence.
- Good computer skills, including word processing, Excel, Internet and PowerPoint.

REQUIREMENTS OF ALL FORÓIGE STAFF all essential requirements

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation.
- To act consistently in a professional manner at all times.
- To participate in regular supervision with your line manager.
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours may be required.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To undertake other duties as may be requested by Chief Executive Officer of Foróige or their nominee from time to time.

ADDITIONAL CONSIDERATIONS FOR THE ROLE

Medical:	The successful candidate will be required to undertake a pre-employment medical questionnaire.
Garda vetting:	As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.
References:	The successful candidate will undergo 2 reference checks before commencing employment with Foróige.
Funding:	It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.
Hours of work:	The successful candidate will work a minimum of 35 hours per week. This position will require flexibility in relation to working hours. It is expected that the Training Officer will work late evenings/ nights per week (up to 11pm) and some weekend work.
Salary:	This will be discussed with the successful candidate upon appointment.
Travel:	This post will involve domestic travel within Ireland and occasional meetings. It is also possible that there may be some international travel. Travel and expenses will be paid in accordance with appropriate Foróige rates.
Applications:	Applications for this role should be made by way of a Foróige application form which is available upon request by emailing hr@foroige.ie
Closing date:	The deadline for submitting applications is <u>12.00pm FRIDAY 10th NOVEMBER 2017</u> . Applications received after the deadline will <u>not</u> be accepted.

Note: A panel may be formed from which future positions funded from a variety of sources and locations may be filled.