



Job Description

Job Title:	Training Officer Training, Learning and Development Team
Type of contract:	Fixed Term (Secondment Cover)
Responsible to:	Director of Training, Programmes & Research
No of hours:	35 hours per week minimum
Location:	Negotiable
Annual leave:	29 days per year

About Foróige

Foróige is the leading youth organisation in Ireland and has been working with young people since 1952. Our purpose is to enable young people to involve themselves consciously and actively in their development and in the development of society. Foróige is a registered charity.

We work with 50,000 young people aged 10-18 each year through volunteer-led clubs and staff-led youth projects. Foróige currently operates in 26 counties in Ireland, with 420 staff, 5,500 volunteers, over 600 Foróige and volunteer-led clubs, 160 youth projects and the Big Brothers Big Sisters mentoring programme. 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.

Foróige is an equal opportunity employer.

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. Reporting to the Director of Programmes & Research, the successful candidate will be part of the Training, Learning and Development function of the organisation. The Training Officer supports and ensures best practice in relation to design, facilitation, evaluation and consultancy for a range of inservice training, programmes and initiatives under the remit of the Training, Learning and Development function within Foróige. Training facilitation is a blended approach, with the Training Officer role encompassing facilitating training in person, online and support to participants for self directed learning using LMS.

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
- Coordinate 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 but not limited to Leadership for Life, Youth Citizenship, Activating Social Empathy, Be Healthy Be Happy, REAL U, Future Proof Climate Justice,
- 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 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:

- Working with the wider Training, Learning and Development Team to ensure best practice in relation to design, facilitation, evaluation and consultancy for a range of inservice training, programmes and initiatives under the remit of the Training, Learning and Development function within Foróige
- Facilitating in-service staff training (online and in person) 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
- Identifying staff needs and developing and piloting programmes, resources and other supports to meet these needs
- 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 Board of Foróige 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 Training, Learning & Development.

Professional Qualifications and Experience

E=Essential; D=Desirable

- Education to National Degree standard (E)
- A minimum of 1 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)
- Knowledge and experience of Foróige programmes (D)
- Ability to facilitate the learning process (E)
- Excellent team working skills (E)
- Experience and understanding of non-formal education interventions (D)
- Experience and understanding of training, programme and curriculum design (E)

Person Specification

- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Excellent 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

- 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 position will require flexibility in relation to working hours. It is expected that there will be some evening and some weekend work.
- Salary:** The salary for this position will be as per the Foróige Support Services Officer scale: €31,643; €33,083; €34,523; €35,964; €37,405; €38,849; €40,292; €42,445; €44,598.
- 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 should be made by way of the Foróige job application form only by email to recruitment@foroige.ie. The job application form is available to download from the 'careers' section of our website www.foroige.ie.