



Job Description

Job Title:	Training Coordinator Training, Learning and Development Team
Type of contract:	Fixed Term (Maternity Leave Cover)
No of hours:	35 hours per week minimum
Location:	Foróige, Block 12D, Joyce Way, Park West, Dublin 12
Annual leave:	29 days per year

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 480 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. Reporting to the Director of Programmes & Research, the successful candidate will be a key part of the Training, Learning and Development function of the organisation. The Training Coordinator supports and ensures the successful operations,

administration, organisation and reporting of the functions of Training, Learning and Development within Foróige.

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 Leadership, Citizenship, Brief Intervention, Be Healthy Be Happy and REAL U, Digital Skills & Innovation
- 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 successful candidate will be employed by Foróige and will be given a contract of employment. It must be understood however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued or a post holder fails to perform satisfactorily, employment may be terminated.

The duties of the Training Coordinator will include but are not limited to:

- Organisation, administration and recording of in-service training for staff and volunteers using a variety of tools including GSuite applications, Salesforce and Moodle
- Organisation, administration and recording of training for external agencies, staff and volunteers
- Be the first point of contact for all TLD queries and responding to internal and external queries in a timely and comprehensive manner
- Development and maintenance of a Foróige staff and volunteer notification, training, learning and development recording system.
- Supporting the Training, Learning and Development team, including Senior Youth Officers, Training Officers and Digital Programme Coordinators in the planning, preparation, facilitation and evaluation of trainings provided

- Preparation of training materials and resources to support training provision.
- Production of reports as required including, but not limited to, financial reports, evaluation reports and training statistics.
- Advertising and promoting training, learning and development opportunities for staff and volunteers through a variety of channels, including maintenance of TLD intranet pages
- Development and analysis of a Learning Needs Analysis for Foróige staff
- Organisation, administration and reporting in relation to meetings of Foróige's national youth participation structures
- Involvement in the planning, organisation and facilitation of national initiatives and events including meetings of the Reference Panel.
- Contributing to, engaging in and supporting TLD projects as required
- Networking and co-operating with other agencies as appropriate
- Any such other relevant requirements 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 policy and programmes

Professional Qualifications and Experience

E=Essential; D=Desirable

- Education to National Diploma or Degree standard (candidates with exceptional, relevant work experience may also be considered in lieu of qualifications) (E)
- A minimum of 1 years relevant work experience (E)
- Excellent administration skills (E)
- Access to car and full driving licence (D)
- Knowledge and experience of Foróige programmes (D)
- Excellent team working skills (E)
- Experience and understanding of non-formal education interventions (D)
- Experience and understanding of training, programme and curriculum design (D)

Person Specification

- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Excellent team working skills with a positive and flexible approach to working as part of a team

- Excellent standards of accuracy and attention to detail.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Excellent written communications skills, including ability to draft summary information and correspondence.
- Good computer skills, including Word, Excel, PowerPoint and Social Media

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 the 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 occasional evening and weekend work.
- Salary:** The salary for this position will be as per the Foróige Support Service Officer scale €31,643- 34,523 pro rata per annum.

Travel: This post will involve domestic travel within Ireland and occasional meetings. 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.