



Job Title	Education & Development Officer
Location	4 Castle Street, Dublin 2 The Ruhama Education Service is offered on a national level, and although the post is based in Dublin there will be scope to develop our education services in the Midlands and Limerick.
Reports to	Education & Development Co-Ordinator
Purpose	Ruhama is a National frontline NGO that has been supporting individuals impacted by prostitution and victims of sex trafficking for over 30 years. We provide a diverse range of holistic supports using a case management model and trauma informed approach.
Contract	Part-time and permanent – 20 hours per week

Key Duties and Responsibilities

- Assist with administration functions of the Education and Development programme: e.g., collect and record data on Salesforce; make calendar and room bookings; deal with correspondence/calls; support set up and smooth running of classes /events/ appointments
- Assist with provision of education supports for service users: process funding requests and provide materials
- Work in the 1-to-1 education service: provide individual or small group classes as needed e.g. English, ICT, study support and other relevant subjects as needed
- Assist and support the co-ordinator with the development of the service user engagement group and a range of survivor voice activities
- As part of the practice team, create an environment which will support/facilitate individuals towards independence
- Work as a Ruhama team member: develop and fulfil the aims and objectives of Ruhama.
- Prepare weekly logs/monthly progress reports/quarterly reports and annual work plans.
- Participate in regular organisational meetings
- Take part in training opportunities within Ruhama and externally
- To attend supervision on a regular basis with line manager
- To comply with all Ruhama policies and procedures
- To monitor, track, evaluate and document all work
- To perform any other duties assigned or delegated by his/her line manager

Person Specification:

The Education & Development Officer will have:

- A third level degree in a relevant area or be working towards it
- Experience or interest in the area of adult education
- Experience working in a fast-moving environment
- Excellent communications and inter-personal skills
- Excellent writing skills, including good computer skills and a familiarity with spreadsheets and databases
- An ability to work on own initiative, and as part of a team
- Well-developed presentation skills and teaching skills
- A demonstrated ability to follow up, achieve reach targets, fulfil objectives, and effectively manage and meet strict deadlines
- A knowledge of the Education and Training landscape in Ireland
- Knowledge and/or experience of working with a disadvantaged group, particularly those who have experienced trauma
- Experience in building relationships and networking

Other:

- Garda vetting will apply
- Some occasional working outside of office hours is required and expected

Ruhama is an equal opportunity employer