

Job title:	Trainer
Location:	Dublin
Reports to:	Service Manager
Purpose:	Ruhama deliver a range of training packages in the area of sexual exploitation and trauma informed care to frontline practitioners including statutory, health and voluntary organisations. This role will be responsible for developing Ruhama's national training programme by designing, delivering and evaluating training.
Salary:	Salary Scale €39,500 - €46,600. The successful candidate will be offered the salary point on the scale commensurate with experience.

KEY DUTIES & RESPONSIBILITIES:

- To work alongside the Training Lead to design, deliver and evaluate the Ruhama training programme to frontline workers and community groups
- To oversee training materials, scheduling facilitators and evaluations
- Liaise and network with external organisations to respond to training requests
- To oversee the promotion, recruitment and management of participants for Ruhama training
- To deliver training on commercial sexual exploitation to staff working with asylum seekers and migrant groups
- To develop and deliver Ruhama's training programme in Ruhama's regional offices
- To innovate and help grow Ruhama's training programme
- To facilitate information workshops and the promotion of Ruhama
- To keep up-to-date with Ruhama's front-line work including trends
- Attend practice team, organisational and external meetings as required
- Maintain records, including CMS (salesforce) and produce standard monthly and quarterly reports
- To be aware of the Children's First Guidelines, and Vulnerable Adult and Child Protection Policy in Ruhama and bring any concerns to the attention of the DLO (Designated Liaison Officer)
- To attend supervision on a regular basis with line manager
- To work as a team member in order to develop and fulfil the policies, aims and objectives of Ruhama
- To comply with all Ruhama policies and procedures
- To be vigilant to any Health, Safety and Welfare risks in the workplaces and bring any concerns to the attention of your line manager or Health & Safety Officer
- To perform any other duties assigned or delegated by his/her line manager

PERSON SPECIFICATION

The person specification sets out the essential abilities and qualities needed by the successful candidate for this post.

Qualifications

- A relevant third level qualification e.g. social care, addiction, nursing, counselling, psychology or related field is essential
- A training qualification is desirable

Experience

- Significant experience of designing and delivering training, disseminating information to the public and building partnerships is essential
- Experience of working in liaison with other agencies within the community, voluntary and statutory sectors is essential
- Experience of working on projects related to social change and/or domestic, sexual and gender-based violence is essential
- Experience of Salesforce including developing reports is desirable
- Language skills is desirable

Knowledge

- Understanding of how to design and evaluate training programmes
- A knowledge of Ruhama's services and other stakeholders
- An understanding of gender based violence, including prostitution and sexual exploitation
- A knowledge and understanding of a trauma informed approach

Skills and Abilities

- Excellent communication and inter-personal skills
- Excellent presentation and facilitation skills
- Ability to effectively multitask and manage competing deadlines
- Ability to promote the services of Ruhama through training and other networks
- Proven ability to use own initiative and work as part of a team
- High motivation and enthusiasm with a positive attitude and flexible in response to organisation change & development
- Ability to maintain confidentiality within the guidelines and policies of Ruhama
- Strong report writing and IT skills
- A strong interest in social justice & human rights

Other

- Availability for flexible rostered working hours is essential
- Full Clean Irish driving licence and access to a car is essential
- Garda Vetting will apply

Ruhama is an equal opportunities employer