



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 30years. We provide a diverse range of holistic supports using a case management model and trauma informed approach.
Contract	Full-time and permanent – 35 hours per week

Key Duties and Responsibilities

- Support the co-ordinator in the planning, delivery and development of the Education and Development programme (1:1 and group classes, events, guidance counselling) in Dublin, the Midlands, Limerick and nationally.
- Support the co-ordinator to specifically develop a partnership with colleagues and agencies in the Midlands and Limerick and nationally, to develop a service to meet the needs identified by Ruhama and partners in the regions.
- Provide education assessments to identify needs and develop an educational plan for service users. Support and facilitate the implementation of educational plans and regularly review to ensure service users are encouraged to reach their educational goals.
- Deputise for the Education and Development Coordinator in her absence, from time to time where needed.
- Identify and initiate additional education proposals, in line with the strategy and service users' needs, bring to the Education Coordinator and follow through to implementation and evaluation.
- Facilitate, deliver, co-deliver, co-facilitate, as required, a range of education and development events, initiatives, projects, and group classes as required by the organisation.
- Provide 1:1 sessions for assessments and reviews.
- Strengthen networks: Liaise with external education providers; maintain and develop relationships with them; collaborate and partner with other organisations to ensure optimum supports for service users.
- Contribute to the financial aspect of the service: assist in the Education and Development Budget process and to ensure value for money and working within budget is achieved; identify grant income possibilities, contribute to grant applications and funding reports.

- Assist the co-ordinator with the preparation of weekly logs/monthly progress reports/quarterly reports and annual work plan.
- 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.

Additional duties

- Collaborate closely with colleagues to ensure smooth running of the Education and Development programme.
- Attend team and other meetings as required.
- As part of the practice team create an environment, which will support/facilitate individuals towards independence.

This role description may be changed in response to developments within the project. This will be done in conjunction with the role holder.

The Education & Development Officer will have:

- A third level degree in a relevant area.
- Experience of working in Adult and/or Community Education.
- Experience working in a fast-moving environment.
- Excellent Administration and MS Office skills.
- Well-developed presentation skills and teaching skills.
- Excellent communications and inter-personal skills.
- Excellent writing experience 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.
- A demonstrated ability to follow up, achieve targets, fulfil objectives, and to effectively manage and meet deadlines.
- A knowledge of the Adult 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.
- Flexibility and willingness to travel to provide services nationally. A full driving license and own transport would be required for this aspect of the role.

Other:

- Garda vetting will apply
- Proficiency/Fluency in a language other than English may be an advantage
- Some occasional working outside of office hours is required and expected

Ruhama is an equal opportunity employer