

Job Description

Training Officer (Regional) – Full Time, Permanent

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| Job title: | Training Officer (Regional) |
| Location: | The postholder may be based in any of the Ruhama offices (Dublin, Cork, Limerick and Tullamore) and will co-ordinate and deliver training nationwide |
| Reports to: | Head of Services |
| Purpose: | <ul style="list-style-type: none"> To co-ordinate, deliver and evaluate a range of training packages including individual bespoke training to frontline practitioners & non frontline organisations (statutory, non-statutory, community and voluntary organisations) regionally across Ireland and work collaboratively with the Training lead in the design and development of all training. To work with the Training Lead on the establishment of an accredited evidence-based Training Hub which will provide training and sharing of expertise of understanding and supporting victims/survivors of prostitution, Human Trafficking for Sexual Exploitation. |
| Hours: | Permanent and full time 35 hours per week, rostered Monday to Friday in line with the needs of the service. Ruhama services are delivered between 9am-5pm & 11am-7pm |
| Salary: | Competitive salary range applies. |

KEY DUTIES & RESPONSIBILITIES:

Training packages

- Work collaboratively with the Training lead to co-ordinate, deliver and evaluate the existing Ruhama training programme to a range of frontline practitioners & non frontline organisations (statutory, non-statutory, community and voluntary organisations).
- Work with training lead to coordinate the delivery and evaluation of bespoke training for individual organisations.
- Work with the training lead in any design, development, and piloting of a new range of training designed to respond and meet the expressed needs in the regions.
- Contribute to the review of the evaluation process for all training.
- Work with the training lead and policy and communications to input into the design, branding, and packaging of all training.
- With the training lead, review and pilot new innovative ways of delivering training to take account of various learning styles.
- Liaise and network with organisations in the regions to identify training needs.
- Promote the training packages in conjunction with policy and communications.
- Keep up to date with trends in the regions and at national and international level which may inform a change in direction of training.

Training Hub

- Contribute to the scoping, development and establishment of an accredited evidence-based Training Hub which will provide training and sharing of expertise of understanding and supporting victims/survivors of prostitution, sexual exploitation, Human Trafficking for Sexual Exploitation.

Administration

- Procure training materials following procurement processes.
- Prepare reports for the Head of Finance and Head of Service for submission to grant applications and funding reports on the training packages.
- Log and Respond to all training requests in conjunction with the training lead and keep an accurate up to date record of all requests and the status of those requests.
- To facilitate information workshops, promotion stands and groups nationally as required.
- 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 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 (Head of Service).
- To work as a team member to develop and fulfil the vision, aims and objectives of Ruhama.
- To comply with all Ruhama policies and procedures.
- Contribute to Ruhama's policy work and campaigns to raise public awareness of sexual exploitation.
- Contribute to a strong public profile and the promotion of Ruhama.

PERSON SPECIFICATION

The person specification sets out the essential and desirable 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, education, adult education or related field is essential at QQI level VIII or equivalent.
- An accredited training qualification is desirable.

Experience

- Minimum of 3 years' experience of designing and delivering training, disseminating information to the public and building partnerships is essential.
- Significant experience of training coordination, administration and evaluation 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, other than excellent English, is desirable.

Knowledge

- Understanding of how to design and evaluate training programmes is essential.
- An understanding of gendered based violence, including prostitution and sexual exploitation is desirable.
- A knowledge and understanding of a trauma informed approach is essential.
- A knowledge of sector relevant legislation is desirable.

Skills and Abilities

- Excellent communication and inter-personal skills essential.
- Excellent written and spoken English language skills are essential.
- Clearly demonstrated organisation, coordination, and administration skills essential.
- Excellent presentation and facilitation skills essential.
- Effective problem solving and decision-making skills essential.
- Ability to effectively multitask and manage competing deadlines.
- Demonstrate competence and professionalism to carry out the duties and responsibilities of the role.
- Ability to manage challenging behaviour and issues.
- 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 essential.
- To develop and maintain effective working relationships with other services, using an interagency approach.

Other

- Availability for flexible rostered working hours is essential.
- Full Clean Irish driving licence and access to a car is essential.
- Availability and willingness to travel nationally to deliver training on a regular basis.
- Garda Vetting will apply.

Ruhama is an equal opportunities employer