



SUAS EDUCATIONAL DEVELOPMENT

JOB DESCRIPTION

Job Title	SUAS FACILITATOR – IRISH AID CENTRE	Reports to	SUAS COORDINATOR – IRISH AID CENTRE
Location	DUBLIN	Team	SUAS TEAM – IRISH AID CENTRE
Pay	€125 DAILY RATE		

SUMMARY OF JOB ROLE

Suas Educational Development is an international NGO focused on education. Our vision is a world in which all children and young people have the opportunity to achieve their full potential. Our mission is to transform the lives of children and young people through education. We currently run programmes in Ireland, India, Zambia and Kenya.

Suas is contracted by Irish Aid to provide Facilitation and Public Awareness Services in support of Irish Aid’s Public Awareness Programme (see more information about this programme below). To this end Suas is now recruiting a panel of facilitators who can be called upon to work as part of a dynamic, diverse team based in the Irish Aid Centre in Clonmel Street, Dublin 2 over the coming year.

The purpose of the facilitator role is to contribute to the achievement of the Irish Aid Public Awareness Programme by working as part of a team to deliver workshops for primary, secondary and third level students, support with public outreach events, respond to public queries and manage the stock and provision of Irish Aid materials.

The facilitator role is a fixed term, part time contract position for up to 1.5 years until the end of June 2020. The successful candidate(s) will work ~7-8 days per month on average, and will generally work half days (mornings), reporting to the Irish Aid Centre Coordinator. This role is an excellent opportunity for facilitators who enjoy working with a range of groups, are flexible in their working arrangements and are keen to pursue their professional development as part of a small dynamic team.

MAIN RESPONSIBILITIES & DUTIES

- Deliver the Irish Aid workshops, for primary, second and third level groups, and to a lesser extent for non-formal education groups in the Irish Aid Centre and other locations, as required
- Assist with the gathering of feedback from teachers and lecturers, and liaison and promotion with schools and colleges as required
- Assist the coordinator with managing, promoting and scheduling the primary, second and third level programme of workshops
- Provide assistance with the preparation of materials, set up, staffing, and dismantling of Irish Aid stands at outreach public events
- Respond to public enquiries on the work of Irish Aid and volunteering as required
- Assist the coordinator with the management of Irish Aid materials and publications in the Centre
- Assist the coordinator with the maintenance of administrative systems for data collection and organisation in relation to use of the Centre, including booking forms, calendars and feedback forms

PERSON SPECIFICATION

Essential

- Qualification in Education or International Development or relevant experience
- Knowledge and understanding of development education principles and approaches
- Experience of working in an education or facilitation role including experience of working with children and young adults
- Excellent communication skills
- Excellent interpersonal skills and ability to operate as part of a diverse team
- Knowledge of Microsoft Office Suite and related ICT skills
- Professional approach to work
- Ability to work efficiently and to deadlines
- Ability to work flexibly as required – the candidate must be available to work Monday to Friday and to travel to other locations periodically.

Desirable

- Knowledge and understanding of Irish Aid and the Irish education system
- Experience of international development and/or international volunteering
- Drama or Music Skills (for workshops with Primary Level groups)
- Experience of project coordination and excellent project management skills
- Experience of people management and excellent leadership skills

TERMS AND CONDITIONS

Along with a Contract of Employment, all employees will be provided with a copy of the Suas Employee Handbook which provides the general conditions of employment for all salaried staff.

The role is a fixed term, part time contract position for up to 1.5 years until the end of June 2020. The successful candidate(s) will work ~7-8 days per month on average, and will generally work half days (mornings).

The number of days worked may vary from month to month depending on the needs of the Irish Aid Centre, and days will be rostered on a monthly basis. Role holders will typically work less during school holiday periods.

The normal working hours for a half-day will be: 09.30 – 13.30 or 14.00 – 17.00 and for a full day: 09.30 – 17.00 with an hour for lunch.

The facilitators' work normally relates to delivery of 90 minute workshops which take place at 10.00am and 12 noon each day, with workshops occasionally at 14.00 or 14.30. On half days when there is only one workshop booking, or when there is a cancellation they would also be expected to assist the Coordinator with administrative work.

Facilitators will benefit from approximately 6 continuous professional development half days provided in the Centre per annum and will have other opportunities to pursue their professional development with Suas.

TO APPLY

Applications including CV and cover letter should be submitted to hr@suas.ie by closing date: Wednesday 16th January. Applications will be reviewed on an ongoing basis, and interviews will be scheduled accordingly.

Candidates must be legally entitled to work in Ireland at time of application.

ABOUT IRISHAIDS PUBLIC AWARENESS PROGRAMME

Irish Aid implements a Public Awareness Programme which aims to deepen public understanding about global development issues through increased engagement with the aid programme, with a particular focus on the formal education sector.

The Irish Aid Centre in Dublin provides workshops on the work of Irish Aid for students at primary, second and third level, as well as assistance with outreach at various public events, and with public enquiries.

The Centre activities are currently being delivered through an external services contract involving a Suas team of four part-time facilitators and a Coordinator.

The main elements of Irish Aid's Public Awareness programme are to:

- a) Provide the Irish Aid programme of workshops for schools and colleges, both at the Irish Aid Centre, and in agreed locations around the country
- b) Respond to online and phone queries about the work of Irish Aid and overseas volunteering
- c) Provide assistance with public outreach at a variety of events involving displays and exhibitions
- d) Manage the stock and provision of Irish Aid materials.

a) Irish Aid Centre Workshops Programme

Approximately 6,500 primary, second and third-level students participate in the Irish Aid Centre's workshops annually, with up to three group visits (max 35 participants per group) by schools or colleges per day during term-time.

The Suas team will:

- Deliver and administer a range of high quality workshops for students at all levels, mainly in the formal education sector, ensuring participation levels continue to increase over the 3 years
- Develop and administer, in consultation with Irish Aid, plans to ensure effective programming and promotion of the Irish Aid Centre workshops programme
- Manage the bookings for the Irish Aid Centre and ensure effective liaison with schools, by phone, e-mail and on-line
- In collaboration and with support from Irish Aid, coordinate the training and support of facilitators to ensure they are equipped to facilitate workshops on Irish Aid
- Ensure the provision of Irish Aid educational support materials and information for teachers in advance of, and following, school visits
- Coordinate and deliver workshops (including set-up of facilities and materials), as developed by Irish Aid, for primary, second and third level groups, and to a smaller extent for non-formal education groups in the Irish Aid Centre, and other locations as required, on an outreach basis
- Ensure effective and up to date communication on the work of Irish Aid throughout such programmes
- Gather, collate and analyse data on participation levels, satisfaction rates and feedback to be included in reports provided to Irish Aid by the coordinator for monitoring, review and planning purposes
- Assist Irish Aid with the development of new education programmes, as required, following assessment of feedback received.

b) Responding to online queries about the work of Irish Aid and volunteering

Irish Aid receives up to 2,000 queries related to Ireland's development programme and volunteering each year by phone, e-mail or on-line.

The Suas team will:

- Respond to individual queries on Irish Aid, overseas development and volunteering, by phone, e-mail and on-line in an efficient manner. Queries regarding detailed aspects of the Irish Aid programme, complex queries, or those which could relate to controversial issues will not be the responsibility of Suas, but of Irish Aid. The Suas team will refer such queries to the appropriate Irish Aid staff.

c) Public outreach displays and exhibitions, including volunteering fairs

The Suas team will be required to:

- Support up to eight education, volunteering or other public outreach events each year as required. This will involve the organisation of display materials, assistance with the setting up and staffing of stands, responding to queries, returning materials and reporting on each event.
- Liaise with the Communications Unit of the Department of Foreign Affairs and Trade in relation to the provision of facilitators and the organisation of Irish Aid materials for the major public events.

d) Management of the stock and provision of Irish Aid materials

The Suas team will be required to:

- Maintain stock control of Irish Aid publications in the Centre, through a database and record systems
- Organise stock of all publication and materials for public outreach events
- Liaise with staff of DFAT Communications Unit regarding requirements for new supplies of publications and branded items
- Organise and provide access to all display materials as required, ensuring return of all items following events.