



JOB DESCRIPTION – Suas Facilitator, Irish Aid Centre

Job Title Suas Facilitator – Irish Aid Centre	Reports to Suas Coordinator – Irish Aid Centre
Location Dublin (remote due to COVID-19)	Pay €145 daily rate

SUMMARY OF JOB ROLE

Suas Educational Development is an ambitious, education focused social change organisation. Our vision is a world where all young people are given the opportunity to realise their full potential in life and go on to create positive change in their society.

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 two new facilitators to join a dynamic, diverse team. This job will be based in the Irish Aid Centre in Clonmel Street, Dublin 2 as soon as possible again. However, currently all facilitators work online and remotely in line with HSE guidelines.

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 2023, with a possibility of extension.

The successful candidates will work a minimum of 6 days per month, reporting to the Irish Aid Centre Coordinator. While working remotely throughout the current pandemic, working hours are agreed in advance with the Coordinator and are flexible where possible.

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

- Assist with the planning and design of workshops for target groups, particularly with online workshop development
- 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, including online, 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

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- 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
- Experience in online facilitation, including adapting content to online context
- Confident in facilitating on-camera for pre-recorded and live workshops
- Excellent communication skills and a creative approach to problem solving
- 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
- Internet access and availability to work from home during the pandemic
- Ability to work flexibly as required – the candidate must be available to work Monday to Friday and to travel to other locations periodically post-COVID, including occasional overnight travel within Ireland. Weekend work will also be required occasionally (primarily during 2 months of the year). Work dates will be agreed a month in advance and are flexible.

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 working in the Irish language

TERMS AND CONDITIONS

The role is a fixed term, part time contract position for up to 1.5 years until June 2023, with possibility of extension. The successful candidate(s) will work a minimum of 6 days per month, both half and/or full days. 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: 09.45 – 13.30 or 14.00 – 17.00 and for a full day: 09.45 – 17.00 with an hour for lunch.

All offers will be dependent on Garda vetting and vetting through the Department of Foreign Affairs.



When working in the Irish Aid Centre 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.

During the ongoing pandemic, the team is working from home, providing live workshops to primary, post-primary and third level students, in addition to some pre-recorded workshops. Facilitators are expected to prepare scripts and presentations based on Irish Aid content and subsequently record themselves delivering these workshops from home. Internet access is therefore essential for this role. Laptops are provided to staff members.

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 letter of motivation should be submitted to hr@suas.ie by **closing date: Thursday 16th December at 12pm (noon)**. However, please note that **applications will be reviewed on a rolling basis, as received, and interviews might be scheduled before 16th of December. Please be encouraged to apply as early as possible.**

Shortlisted candidates will be asked to do a short practical test before invitation to interview. Details of this test will be sent to candidates upon shortlisting.

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

ABOUT IRISH AIDS PUBLIC AWARENESS PROGRAMME

Irish Aid - a directorate within the Department of Foreign Affairs - 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 five part-time facilitators and a coordinator.

The main elements of the facilitators role will be to:

- a) Coordination and delivery of Irish Aid Centre workshops for schools, colleges and non-formal groups, at the Irish Aid Centre, in agreed locations around the country and online. This includes the provision of Irish Aid educational support materials and information for teachers and contact persons in advance of, and following, workshops; the gathering and analysis of data on participation levels, satisfaction rates and feedback and from time to time the assistance with the development of new education materials.



- b) Support the coordination and delivery of public outreach displays and exhibitions, including volunteering fairs. This includes the organisation of display materials, assistance with the setting up and staffing of stands, responding to queries, returning materials and reporting on each event.
- c) Support the management of the stock and provision of Irish Aid materials. This includes the maintenance of stock control of Irish Aid publications in the Centre, through a database and record systems and the organisation of new publications and materials for events.