



Would you like to work in a dynamic forward-looking organisation where you can make a difference and meaningfully contribute as a member of the SDVS team? We are currently looking for an experienced Training and Development Officer to join our energetic organisation that is focused on sustainable growth to support an ever-increasing number of women and children who have been impacted by domestic violence.

This is an exciting time to join Saoirse Domestic Violence Services as our organisation has grown significantly in recent years, both our team and our services; we've also recently relaunched our strategic plan to accelerate our services for greater scale and impact.

TRAINING AND DEVELOPMENT OFFICER

Reporting to: Outreach Manager

Job Type: Full-time One Year Fixed Term contract

Location: South Dublin and West Wicklow

Main Purpose of the Post

To support the development and delivery of high-quality training programmes, seminars and events. Develop and deliver training that is bespoke to organisational practice, such as state bodies, social care and our member services. To support the development and delivery of national accredited qualifications for the domestic abuse workforce.

Duties and key responsibilities:

- To develop, prepare and produce training courses and materials on a variety of relevant topics.
- To participate in the design and delivery of training and events with relevant SDVS staff and external trainers.
- To assist in the regular assessment of training needs within the domestic abuse sector.
- To update and deliver the accredited suite of qualifications
- To provide information and support to individual learners.
- To carry out independent assessments of individual learner's assignments (according to the specifications provided).
- To co-facilitate training as and when necessary to ensure consistency of delivery throughout the SDVS catchment areas.
- To assist in the evaluation of all that is delivered.
- To support the development of promotional material and brand lines for the Outreach Training and Development department.
- To lead on any areas that you may specialise in.

Cross Departmental Work:

- Work with the evaluation teams to ensure that all training is appropriate for the identified customers.
- Be willing to share knowledge and advice in areas of expertise with colleagues in the team, and across the wider organisation.

PERSON SPECIFICATION: Training and Development Officer

EXPERIENCE

Essential:

- Experience of developing and delivering training face to face and online.
- Experience of evaluating training delivery to ensure it meets the objectives.
- Experience of assessment work or willing to obtain an assessment certificate
- Experience of engaging with a diverse group of people.
- Experience of writing and producing reports or other information resources.
- Experience of supporting others to improve their response to domestic abuse

Skills & Abilities

Essential

- Excellent communication and interpersonal skills to a wide range of audiences.
- Experience of planning and delivering projects within a set timeframe and with clear outputs/outcomes.
- Experience of working on own initiative to meet objectives in a complex, changing environment and to plan, initiate, manage and evaluate projects independently.
- Highly computer literate and proficient in Microsoft, PowerPoint, spreadsheets and databases, email and Website technology, preferably in a Windows based environment.
- Experience of using online platforms to deliver training.
- Ability to give constructive feedback
- Experience of developing and delivering similar training and supporting resources.
- Experience of delivering services to survivors of gender-based violence
- Desirable:
- Experience of developing and delivering training that considers all forms of accessibility

Knowledge:

Essential:

- An excellent understanding of the experiences and needs of adult and child victim survivors of domestic abuse and of the barriers to disclosure.
- Understanding of intersectional barriers for victim survivors of domestic abuse
- Understanding of the different learning styles and training delivery techniques.
- Excellent understanding of diverse local communities.
- A good understanding of the legislative and policy framework in relation to preventing violence against women, domestic abuse and sexual violence.

EDUCATION/TRAINING

Essential:

- Recognised Training qualification (minimum QQI Level 6 or equivalent).
- Recognised Assessment qualification or willing to work towards one.
- Good level of literacy, numeracy and IT skills

OTHER REQUIREMENTS

Essential:

- Able to demonstrate a commitment and sensitivity of the aims and objectives of SDVS.
- Commitment to anti-discriminatory practice and equal opportunities;
- Willingness to work occasional unsocial hours as required.
- Understanding the needs to act with discretion at all times
- Understanding of the importance of confidentiality
- Understanding of GDPR and how it operates within the remit of the post

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Terms of appointment:

Confirmation of appointment will be subject to the satisfactory completion of a probationary period. This will normally be of six months (less for short term contracts). During this time an employee will be expected to establish their suitability for the post. During the probationary period employment may be terminated in writing, giving one week's notice by either party (this may be waived by mutual agreement).

Probationary period of 6 months.

Salary: Up to €42,368 (depending on experience)

Working hours: The standard working hours for this post are 39 hours per week; benefits include a generous bank holiday and annual leave package and contributory pension scheme.

Support and supervision: SDVS have a commitment to providing regular supervision and support to staff with annual appraisals forming a key part of staff development. We have a training policy in place and encourage staff to take an active role in their career development plan.

Pension: SDVS normally contributes 7% of the gross salary

Annual Leave: SDVS offers an annual leave entitlement of 25 days per year plus public holidays.

BACKGROUND INFORMATION

Saoirse Domestic Violence Services (SDVS) provide a range of support services across South-West Dublin and West Wicklow including 24-hour helpline, safe refuge accommodation, safe house accommodation, children's support services, community outreach support, prevention and educational tools and court accompaniment.

APPLICATION PROCESS

For more information please email recruitment@sdvs.ie attaching a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role. Applications should be in .pdf or MS Word format.

Due to the volume of applications we receive, it is not always possible to respond to all applications. Only shortlisted Candidates for interview will be contacted. A panel may be formed of unsuccessful candidates from the interview stage, for future roles. Thank you for your interest in our opportunities.

Saoirse Housing Association CLG is an Equal Opportunities Employer