

Meath Partnership: Community Education & Training Officer **(<https://www.activelink.ie/node/108718>)**



Exciting Career Opportunity At Meath Partnership

Community Education & Training Officer **(Full-time, Fixed-Term Contract)**

The Position

The successful candidate will ensure the successful delivery of multiple, concurrent Education Projects, including Erasmus+ Projects. The post requires the ability to develop bespoke education materials, deliver community training and develop meaningful relationships with learners and stakeholders.

This position offers an exciting opportunity to contribute to local community development while enhancing social inclusion and civic participation. If you are passionate about community education, we encourage you to apply.

Key Accountabilities

Reporting to the Chief Operating Officer and Chief Executive Officer thereafter, the Community Education & Training Officer will be directly responsible for the following duties:

- **Research and Development:**
 - Conduct research and development activities in alignment with project proposals and contracts, identifying best practices at local, regional, and national levels.
 - Create new, customised training materials, such as workbooks, to support community development, focusing on integration, inclusion, climate action, and sustainability.
 - Assist in developing curricula for practitioners and learners in the education sector across Europe.
- **Training Delivery:**
 - Organise education and training sessions for various community target groups, ensuring alignment with the organisation's project aims and objectives.
 - Deliver interactive training courses to community groups throughout County Meath.
 - Prepare training reports highlighting quality measures taken and impact achieved.
- **Partnership Building:**
 - Participate in partner meetings for projects both nationally and internationally to support project development.
 - Represent the organisation at regional and national partner meetings to highlight engagement opportunities.
 - Support partner organisations in successfully implementing their projects through training and monthly meetings (both bilateral and team).
 - Facilitate stakeholder network meetings.
- **Communication and Outreach:**
 - Manage social media accounts and profiles for each project, documenting promotional activities.
 - Actively promote project outputs across relevant networks.
 - Use various communication approaches to detail the projects' development and progress.

This job description is intended to outline the key accountabilities and responsibilities attaching to this position. It is not intended to be an exhaustive list of all duties, responsibilities or activities to be attended to. A flexible approach to programme or company related tasks which may arise and which are not specifically detailed in this job description will be required.

Educational Qualification or Professional Attainment

- Possession of an educational or professional qualification relevant to Community Development, Pedagogy, or Further Education.

Essential Knowledge and Experience

- Prior professional experience in project development and delivery, including working in project teams and achieving team objectives.
- Skilled in organising, creating, and managing events that support project development and progression.
- Demonstrated ability to identify opportunities for collaboration and partnership development.
- Strong interpersonal and communication skills (both oral and written).
- Excellent organisational and time-management skills, with experience working in a fast-paced environment and meeting monthly deadlines.
- Self-motivated, capable of independently organising and delivering on comprehensive work plans and objectives.
- High levels of accuracy and veracity, with evidence of being precise, accurate, and detail-oriented.
- IT literate in CRM systems and Microsoft Office.
- Solution-oriented, results-driven, and dynamic in approaching the role.

Desirable Skills, Abilities and Experience

- 3 years' experience in community development/education practice at a professional level.
- Experience in curriculum development (non-accreditation level is sufficient).
- Previous experience in delivering training directly.
- Understanding of Community Education Principles and Practices, particularly regarding integration and inclusion.
- Ability to research across a range of thematic areas and create innovative learning materials and resources for specified clients and target groups.
- Skilled in managing project work efficiently, adhering to timelines, reporting requirements, and budget constraints.
- Understanding of Monitoring and Evaluation tools and principles.
- Ability to interpret and execute operational plans and organisational policies.
- Experience in the management of sensitive data and confidential information.
- Capable of absorbing, analysing, and evaluating data and information from diverse sources.
- Strong commitment to the values of community participation, social inclusion, and diversity.
- Possess knowledge and understanding of the Erasmus+ Programme 2021-2027 and other services offered by Meath Partnership.
- Additional EU languages are an asset.

Terms of Employment

One full-time, fixed-term position is available, working 37.5 hours per week.

The nature of the work will require working some unsocial hours i.e. evenings and weekends. A full driving licence and access to own transport is essential due to the outreach services associated with the position. EU travel will be also be required in the execution of the role. This post may be subject to Garda Vetting in line with Meath Partnerships policy.

Duration

This is a fixed-term, 12 month contract, concluding on the 30th July 2025. Any extension to the contract of employment will be subject to the availability of funding and continuation of project services.

Location

Successful candidates will be based in Meath Partnerships Head Offices, located at Units J & K Kells Business Park, Cavan Road, Kells, County Meath.

Meath Partnership is committed to ensuring a satisfactory work-life balance for its employees, as such, both hybrid-working and flexi-time arrangements will apply to this position.

Salary

The salary on offer is €37,000.00 per annum, commensurate with experience.

Leave

The annual leave entitlement is twenty (20) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is additional to the annual leave entitlement detailed above.

Application Process

To apply, please submit the following to info@meathpartnership.ie (<mailto:info@meathpartnership.ie>):

- A brief cover letter including personal statement demonstrating how you meet the above mentioned requirements for the position (no more than 500 words) which must communicate your relevant experience
- A curriculum vitae summarising your qualifications and work experience to date.

Applications should be clearly marked "Community Education & Training Officer".

Applicants will be shortlisted on the basis of information provided in their application.

Closing Date: The closing date for applications is 5pm on Thursday, 27th June 2024. Late applications will not be considered.

Meath Partnership is an equal opportunities employer. We are an organisation that embraces diversity and inclusion. We welcome applicants from diverse backgrounds and encourage these individuals to bring their experiences and perspectives to Meath Partnership. All information will be held in line with Meath Partnerships GDPR policies.

Deis Gairme Spreagúil ag Comhpháirtíocht na Mí

Oifigeach Oideachais & Oiliúna Pobail (Lánaimseartha, Conradh Téarma Seasta)

An Post

Cinnteadh an t-iarrthóir rathúil go n-éireoidh leis na tionscadail iolracha, chomhthráthacha Oideachais, lena n-áirítear Tionscadail Erasmus+. Éilíonn an post an cumas chun ábhair oideachais shaincheaptha a fhorbairt, oiliúint phobail a sholáthrú agus caidreamh bríoch a fhorbairt le foghlaimoirí agus le páirtithe leasmhara.

Tugann an post seo deis spreagúil chun cur le forbairt pobail áitiúil agus ag an am céanna ag cur le cuimsiú sóisialta agus rannpháirtíocht shibhialta. Má tá tú paiseanta faoin oideachas pobail, molaimid duit iarratas a dhéanamh.

Príomhchuntasachtaí

Ag tuairisciú don Phríomhoifigeach Oibríocháin agus don Phríomhoifigeach Feidhmiúcháin ina dhiaidh sin, beidh an tOifigeach Oideachais & Oiliúna Pobail freagrach go díreach as na dualgais seo a leanas:

- **Taighde agus forbairt:**
 - Gníomhaíochtaí taighde agus forbartha a dhéanamh ar aon dul le tograí tionscadail agus conarthaí, ag aithint dea-chleachtais ag leibhéal áitiúla, réigiúnacha agus náisiúnta.
 - Ábhair oiliúna nua shaincheaptha a chruthú, amhail leabhair oibre, chun tacú le forbairt pobail, ag díriú ar chomhtháthú, cuimsiú, gníomhú ar son na haeráide, agus inbhuanaitheacht.
 - Cabhrú le curaclaim a fhorbairt do chleachtóirí agus d'fhoghlaimoirí san earnáil oideachais ar fud na hEorpa.
- **Seachadadh Oiliúna:**
 - Seisiúin oideachais agus oiliúna a eagrú do spriocghrúpaí pobail éagsúla, ag cinntiú ailíniú le haidhmeanna agus cuspóirí tionscadail na heagraíochta.
 - Cúrsaí oiliúna idirghníomhacha a sheachadadh do ghrúpaí pobail ar fud Chontae na Mí.
 - Tuarascálacha oiliúna a ullmhú a leagann béim ar na bearta cáilíochta a glacadh agus an tionchar a baineadh amach.
- **Tógáil Comhpháirtíochta:**
 - Páirt a ghlacadh i gcruinnithe comhpháirtíochta do thionscadail go náisiúnta agus go hidirnáisiúnta chun tacú le forbairt tionscadal.
 - Ionadaíocht a dhéanamh don eagraíocht ag cruinnithe comhpháirtíochta réigiúnacha agus náisiúnta chun aird a tharraingt ar dheiseanna rannpháirtíochta.
 - Tacú le heagraíochtaí comhpháirtíochta a dtionscadail a chur i bhfeidhm go rathúil trí oiliúint agus cruinnithe míosúla (déthaobhacha agus foirne araon).
 - Cruinnithe líonra geallsealbhóirí a éascú.
- **Cumarsáid agus For-rochtain:**

- Bainistigh cuntais agus próifílí meán sóisialta do gach tionscadal, ag déanamh doiciméadú ar ghníomhaíochtaí cur chun cinn.
- Aschuir tionscadail a chur chun cinn go gníomhach thar líonraí ábhartha.
- Cur chuige cumarsáide éagsúla a úsáid chun forbairt agus dul chun cinn na dtionscadal a mhionsonrú.

Tá sé mar aidhm ag an jabthuirisc seo breac-chuntas a thabhairt ar na príomhfhreagrachtaí agus freagrachtaí a bhaineann leis an bpost seo. Níl sé i gceist gur liosta uileghabhálach é de na dualgais, na freagrachtaí nó na gníomhaíochtaí go léir a gcaithfear aghaidh a thabhairt orthu. Beidh gá le cur chuige solúbtha maidir le tascanna a bhaineann le clár nó le cuideachta a d'fhéadfadh teacht chun cinn agus nach bhfuil sonraíthe go sonracha sa jabthuirisc seo.

Cáilíocht Oideachais nó Gnóthachtáil Ghairmiúil

- Cáilíocht oideachais nó ghairmiúil a bheith agat a bhaineann le Forbairt Pobail, Oideolaíocht nó Breisoideachas.

Eolas agus Taithí Riachtanach

- Taithí ghairmiúil roimhe seo i bhforbairt agus i seachadadh tionscadal, lena n-áirítear oibriú i bhfoirne tionscadail agus cuspóirí foirne a bhaint amach.
- Oilte in imeachtaí a eagrú, a chruthú agus a bhainistiú a thacaíonn le forbairt agus le dul chun cinn tionscadal.
- Cumas léirithe deiseanna a aithint le haghaidh comhoibrithe agus forbairt comhpháirtíochta.
- Scileanna láidre idirphearsanta agus cumarsáide (ó bhéal agus scríofa).
- Sárscileanna eagrúcháin agus bainistíochta ama, le taithí ag obair i dtimpeallacht atá ag luas tapa agus ag comhlíonadh spriocdhátaí míosúla.
- Féin-spreagtha, in ann pleananna oibre agus cuspóirí cuimsitheacha a eagrú go neamhspleách agus a sheachadadh.
- Leibhéil arda cruinnis agus fírinneachta, agus fianaise ann go bhfuil siad beacht, cruinn agus dírithe ar mhionsonraí.
- Liteartha TF i gcórais CRM agus Microsoft Office.
- Dírithe ar réiteach agus torthaí a bhaint amach, agus dinimiciúil ag druidim leis an ról.

Scileanna, Cumais agus Taithí Inmhianaithe

- 3 bliana de thaithí ar chleachtas forbartha pobail/oideachas ag leibhéal gairmiúil.
- Is leor taithí ar fhorbairt curaclaim (leibhéal neamhchreidiúnaithe).
- Taithí roimhe seo ar oiliúint a sheachadadh go díreach.
- Cumas taighde a dhéanamh thar raon réimsí téamacha agus ábhair agus acmhainní foghlama nuálacha a chruthú do chliant agus spriocghrúpaí sonraíthe.
- Oilte maidir le hobair tionscadail a bhainistiú go héifeachtach, cloí le hamlínte, riachtanais tuairiscithe agus srianta buiséid.
- Tuiscint ar uirlisí agus prionsabail Monatóireachta agus Meastóireachta.
- Cumas pleananna oibriúcháin agus beartais eagraíochtúla a léirmhíniú agus a chur i gcrích.
- Taithí ar bhainistiú sonraí íogaire agus faisnéise rúnda.
- Tá ar a gcumas sonraí agus faisnéis ó fhoinsí éagsúla a ionsú, a anailísiú agus a mheas.
- Tiomantas láidir do luachanna rannpháirtíochta pobail, cuimsiú sóisialta, agus éagsúlacht.
- Eolas agus tuiscint a bheith agat ar Chlár Erasmus+ 2021-2027 agus ar sheirbhísí eile a chuireann Comhpháirtíocht na Mí ar fáil.
- Is sócmhainn iad teagacha breise an AE.

Téarmaí Fostaíochta

Tá post lánaimseartha, téarma seasta amháin ar fáil, ag obair 37.5 uair sa tseachtain.

Mar gheall ar nádúr na hoibre beidh gá le roinnt uaireanta neamhshóisialta a oibriú .i.e tráthnóna agus ag an deireadh seachtaine. Tá ceadúnas tiomána iomlán agus rochtain ar iompar féin riachtanach mar gheall ar na seirbhísí for-rochtana a bhaineann leis an bpost. Beidh taisteal ón AE ag teastáil freisin chun an ról a chur i gcrích. Féadfaidh an post seo a bheith faoi réir Ghrinnfhiosrúcháin an Gharda Síochána de réir bheartas Chomhpháirtíocht na Mí.

Fad

Is conradh ar théarma seasta, 12 mhí é seo, a tháinig chun críche ar 30 Iúil 2025 . Beidh aon síneadh ar an gconradh fostaíochta faoi réir maoiniú a bheith ar fáil agus leanúint le seirbhísí tionscadail.

Suíomh

Beidh na hiarrthóirí rathúla lonnaithe i gCeannoifigí Chomhpháirtíocht na Mí, atá lonnaithe ag Aonaid J & K Páirc Ghnó Cheanannais, Bóthar an Chabháin, Ceanannas, Co. na Mí.

Tá Comhpháirtíocht na Mí tiomanta do chothromaíocht shásúil idir an obair agus an saol a chinntiú dá fostaithe, mar sin, beidh feidhm ag socruithe oibre hibrideacha agus fleisc-ama maidir leis an bpost seo.

Tuarastal

Is é an tuarastal atá á thairiscint ná €37,000.00 in aghaidh na bliana, ar cóimhéid le taithí.

Fág

Is é fiche (20) lá in aghaidh na bliana an teidlíocht saoire bhliantúil, pro rata ar feadh tréimhsí níos giorra. Tá teidlíocht saoire do Laethanta Saoire Poiblí de réir théarmaí an Achta um Eagrú Ama Oibre 1997. Dúnann Comhpháirtíocht na Mí ar feadh cúig (5) lá um Nollaig; tá an t-am seo sa bhreis ar an teidlíocht saoire bhliantúil atá sonraithe thuas.

Próiseas Iarratais

Chun iarratas a dhéanamh, seol na nithe seo a leanas chuig info@meathpartnership.ie (<mailto:info@meathpartnership.ie>):

- Litir chládaigh ghairid lena n-áirítear ráiteas pearsanta a thaispeánann an chaoi a gcomhlíonann tú na ceanglais thuasluaite don phost (500 focal ar a mhéid) a chuirfeadh do thaithí ábhartha a chur in iúl.
- Curriculum vitae a dhéanann achoimre ar do cháilíochtaí agus do thaithí oibre go dtí seo.

Ba chóir "Oifigeach Oideachais & Oiliúna Pobail" a mharcáil go soiléir ar na hiarratais.

Déanfar gearrliosta d'iarratasóirí ar bhonn an eolais a chuirtear ar fáil ina n-iarratas.

Dáta deiridh: Is é an dáta deiridh le haghaidh iarratas ná 5pm Déardaoin, 27 Meitheamh 2024. Ní bhreithneofar iarratais dhéanacha.

Is fostóir comhdheiseanna í Comhpháirtíocht na Mí. Is eagraíocht muid a chuimsíonn éagsúlacht agus cuimsiú. Fáiltimid roimh iarratasóirí ó chúlraí éagsúla agus spreagaimid na daoine seo chun a gcuid taithí agus peirspictíochtaí a thabhairt chuig Comhpháirtíocht na Mí. Coinneofar an fhaisnéis go léir de réir bheartais GDPR Chomhpháirtíocht na Mí.

Region

Co Meath

Date Entered/Updated

5th Jun, 2024

Expiry Date

27th Jun, 2024

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