

## **Irish Council for International Students: Activities and Training Officer (<https://www.activelink.ie/node/113989>)**



### **Activities and Training Officer**

**Starting Salary:** €40,000

**Hours:** Full time, 35 hours per week

**Reporting To:** Programme Manager

**Term:** 2 years, renewable subject to funding with a 6 month probation period

**Base:** The role will be based at our office at 41 Morehampton Road, Donnybrook, Dublin 4, with flexibility offered for remote working. Attendance at the office will be required for 1-2 days each week.

### **Application Deadline:**

Please send CV and cover letter in one PDF document to Ms. Laura Harmon, Executive Director [iharmon@icosirl.ie](mailto:iharmon@icosirl.ie) (<mailto:iharmon@icosirl.ie>) with 'Activities and Training Officer Application' in the subject line.

**Deadline:** Midnight, Sunday March 23rd  
Interviews to take place on Friday April 4th.

### **Staff Benefits**

- Access to ICOS' health insurance scheme is available after completion of a 6-month probationary period.
- Access to ICOS' pension scheme, including 7% pension contributions, is available after the completion of the 6-month probationary period.
- Annual leave is 22 days per year.
- Additional paid time off over the Christmas period and on Good Friday.
- Flexible working hours and hybrid working arrangements.
- Time in lieu for overtime worked
- A death in service benefit.
- Staff training, development and education opportunities.

### **About ICOS**

ICOS is an independent, not-for-profit organisation advocating for the rights of international students in Ireland, and promoting good policy and high standards for international education in Irish higher education. ICOS also administers the Ireland Fellows Programme on behalf of the Department of Foreign Affairs (the "Programme").

### **About the Role**

The Activities and Training Officer will form a part of ICOS' Programme Team and support the Programme Manager and Executive Director to deliver ICOS' strategic plan, in particular through the administration of the Ireland Fellows Programme and through strengthening the capacity of our members through training and support. The Activities and Training Officer will also have opportunities to contribute to ICOS' policy advocacy.

### **Responsibilities**

Include, but are not limited to:

## 1. Supporting the activities of the Ireland Fellows Programme (75%):

- Developing, coordinating, implementing and evaluating events, activities and training related to the Fellows Programme, including orientation/cultural immersion programme, volunteering programme and events to mark key days throughout the year (e.g. St Patrick's Day party; International Women's Day)
- Working in collaboration with external trainers/agencies in implementing the training programme for participants of the Ireland Fellows Programme .
- Acting as a contact person for an assigned group of Ireland Fellows and applicants, including responding to queries, holding drop-in sessions, maintaining accurate records of queries on the Fellowship database, and supporting applicants/candidates of the Fellows Programme.
- Actively contributing to planning meetings and weekly team meetings.

## 2. Training development and provision (25%):

- Design, delivery and evaluation of ICOS' training programmes to ICOS members and new audiences including ICOS' intercultural awareness training
- Identifying and organising opportunities for further training and upskilling for fellowship recipients and alumni.
- Developing and updating training materials.
- Assessing and improving ICOS' training activities.
- Facilitating networking events and consultations.

The Activities and Training Officer will also be expected to actively contribute to the broader work and strategic objectives of ICOS, and on occasion provide administrative support for other activities as identified by management.

## Person Specification

The following are **essential criteria** for the post:

- A minimum of 2-3 years relevant work experience.
- A third level qualification in a relevant area (social studies, intercultural studies, education, training, international development, community development, human rights or other area related to the post).
- Experience with activities and event management, including hosting large in-person events and online activities/events.
- Experience with identifying training needs and sourcing relevant training.
- Experience with designing, delivering, evaluating and facilitating training and/or volunteering programmes.
- Strong facilitation and presentation skills
- Strong organisation and time management skills, with experience managing multiple tasks and prioritising effectively in order to meet deadlines.
- Excellent communication, interpersonal and team working skills, as well as ability to build relationships with a variety of stakeholders.
- Ability to work independently and seize opportunities.
- Good IT skills, including proficiency in Microsoft Office applications, Mailchimp and Canva.
- Commitment to social justice, human rights and anti-racism.

The following are **desirable criteria** for this post:

- Experience working in the community/voluntary sector and/or the higher education sector and/or in a membership organisation.
- Experience working with people from diverse cultural backgrounds.
- Experience in developing and delivering training and information sessions on topics of interculturalism/anti-racism
- Knowledge/experience of international development work, Ireland's international development policy, Sustainable Development Goals, and/or higher education sector in Ireland and globally.

### Region

Dublin 4 / Hybrid

### Date Entered/Updated

21st Feb, 2025

### Expiry Date

23rd Mar, 2025

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