

Women's Aid: Training Development Officer **(<https://www.activelink.ie/node/114143>)**



Training Development Officer

About Women's Aid

Women's Aid is a national, feminist organisation working to prevent and address the impact of domestic violence and abuse. We do this by advocating, influencing, training, and campaigning for effective responses to reduce the scale and impacts of domestic abuse on women and children and providing high quality, specialised, integrated, support services.

About the Training Development Officer role

The Training Development Officer role will contribute to the success of the Training Department, through providing a combination of marketing and administrative functions to support the successful implementation of the Training and Development Strategic Business Plan. Specifically, the role will support the identification, development and promotion of new training opportunities among the strategic sectors identified in the plan. The Training Development Officer will also contribute to the department's overall administrative functions including collation and data analysis in preparation of budget reports, funding/tender applications and marketing and promotion initiatives.

Reports to: Head of Training and Development.

Location: Primarily based at Women's Aid head office at 5 Wilton Place, Dublin 2. Some remote/hybrid working may also be required and a % of hybrid working will be considered on application.

Hours: Full-time. Women's Aid's full-time working week is 35 hours (excluding lunch). Core working hours are ordinarily between 8am and 6pm Monday to Friday, unless a role requires different contracted hours. Flexibility may be required.

Contract: Fixed term Contract – 2 years (24 Months) subject then to review/evaluation/funding.

Salary: The starting pay point for the role will be between €29,206- €36,380 (median point on the band) in line with the company's remuneration policy and dependent on levels of relevant experience. Full Women's Aid Officer/Administrator Pay band: €29,206 – €43,566.

Download full recruitment pack, including job description [here](#)

(<https://www.womensaid.ie/app/uploads/2025/02/Training-Development-Officer-Recruitment-Pack-2025.pdf>) .

Download application form [here](#) (<https://www.womensaid.ie/app/uploads/2025/02/Training-Development-Officer-Application-Form-Train25.docx>) .

How to Apply

Completed application form, clearly referenced TRAIN25 in the subject line, should be sent by email only to Deborah Warren, Training Administrator, at deborah.warren@womensaid.ie (<mailto:deborah.warren@womensaid.ie>)

CVs will not be considered.

Closing date for applications: Thursday, 27th March, 2025.

Interview schedule: It is anticipated that the first round of interviews will be held during the week beginning 7th April, 2025.

Region

Dublin 2 / Hybrid

Date Entered/Updated

3rd Mar, 2025

Expiry Date

27th Mar, 2025

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/114143-womens-aid-training-development-officer>