

## **Down Syndrome Ireland: Inclusion and Training Officer** **(<https://www.activelink.ie/node/114497>)**



### **Job Title: Inclusion and Training Officer**

Down Syndrome Ireland is looking for an Inclusion and Training Officer to join our National Member Support Team. The successful candidate will play a key role in programmes for people with Down syndrome in both education and community settings. The candidate will identify barriers to inclusion across the lifespan and help break down these barriers by providing information, training and support. The role will include increasing participation and inclusion of people with Down syndrome in education, employment and the community.

### **Duties to include:**

- Being part of the Member Support Team focused on inclusion, education and training initiatives for people with Down syndrome.
- This includes:
- Working with the Member Support Team on the coordination, development and maintenance of DSI's programmes primarily for adults, but also for teenage groups.
- Liaising the different stakeholders at the set-up stage of programmes
- Carrying out visits to education and training sites and, libraries nationwide, primarily to deliver training and conduct evaluations
- Conducting research – developing data-collecting tools, collating and analysing research data from programmes to evaluate the impact of these programmes and to identify gaps
- Liaising with DSI's 25 Branches to identify education and training needs of people with Down syndrome, and to collaborate with branches and other organisations to set up and maintain programmes
- Engaging with stakeholders to ensure that the education and training needs of people with Down syndrome are met
- Manage records
- The development of a bank of education and training resources
- Provide information requested by funders
- Work with DSI's Communications Team to actively promote the work of DSI and the achievements of people with Down syndrome
- Proof reading
- Ad hoc duties as required.

### **Role Requirements:**

- Education to degree or ideally Masters level in a relevant discipline such as Education or Speech and Language or Social Work (research-based studies an advantage)
- Full membership of the Teaching Council or The Irish Association of Speech & Language Therapists or other relevant body
- Experience working with people with an intellectual disability
- An understanding of the ethos of Down Syndrome Ireland and a passionate belief in the abilities of people with Down syndrome
- Ability to work with people with Down syndrome, families, day services, education providers and other stakeholders
- Research, evaluation and report-writing skills
- Excellent spoken and written communication skills
- IT (information technology) skills with competency in Microsoft Office 365
- Strong administration skills with a high level of attention to detail
- Ability to work as part of a team
- Full clean Driving Licence with access to your own vehicle
- Some flexibility may be required with working hours

## Desirable Skills and Attributes:

- Experience working in community-based settings
- Knowledge of the Irish Education System
- Experience in the development of Easy Read resources
- Knowledge of literacy and its applications for all life stages

## Benefits

- 25 days annual leave
- 2 Company/Discretionary Days
- Employee Assistance Programme
- Company Sick Pay Scheme

**Job Type:** Fixed contract, 1-year full-time. The organisation is also open to more than one person carrying it out this role on a shared basis so each person would work on a part time basis.

**Salary:** €40k - €45k pro-rotta and depending on experience

**Location:** Down Syndrome Ireland, Ballymount, Dublin with some remote working and travel. Some travel as required. Mileage will be remunerated at DSI standard rate.

**Closing date:** 31st March 2025

**Please click here for to apply for this position.**

**(<https://app.occupop.com/shared/job/inclusion-and-training-officer-d034e>)**

### Region

Dublin 12

### Date Entered/Updated

19th Mar, 2025

### Expiry Date

31st Mar, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/114497-down-syndrome-ireland-inclusion-and-training-officer>