

South Dublin County Partnership: Training Officer (Part Time) - DIY & Practical Skills (<https://www.activelink.ie/node/114670>)



South Dublin
County Partnership
Páirtíocht Chontae
Átha Cliath Theas

Training Officer - DIY & Practical Skills

Care & Repair Project

Part-Time* Fixed Term Contract - 12-months with possibility of extension

**Part-time hours can vary from 18 – 21 hours depending on the needs of the candidate*

The Organisation

South Dublin County Partnership is a Local Development Company that develops projects and services to support sustainable and vibrant communities, where people realize their potential and experience a high quality of life. The focus of our activities is on areas where people experience disadvantage. Funding for our work comes from a variety of sources; our main funders are the Department of Community, Environment and Local Government and the Department of Social Protection. South Dublin County Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.

About Care & Repair

Care & Repair, based in Bawnogue, Clondalkin but serving the wider community including Tallaght and surrounds is a community-based initiative that provides free DIY, garden maintenance and minor repair services for older people, helping them maintain their homes and independence. The service focuses on small but essential jobs that may become challenging as people age—such as installing smoke alarms, painting, garden maintenance and basic repairs.

The Care & Repair project also offers employment support and work experience to people who are long-term unemployed (over 12-months). The majority of workers on the Care & Repair project are participants of the Department of Social Protection Tús and CE Employment Placement programmes. These structured employment programmes offer support and experience to support individuals to progress or transition into the workforce. Employment placements vary from 1 year to 3 years depending on the scheme and the needs of the individual.

Job Description

This is a brand-new position established to enhance support for participants in the Care & Repair employment placement programme whilst also improving the quality of works delivered to the clients of Care & Repair. The role involves providing on-the-job training in practical DIY skills such as painting, use of tools & equipment, minor repairs, installation of smoke/carbon monoxide alarms etc. to employment programme participants. Training will be provided through direct delivery by the Care & Repair Training Officer and through the engagement of other expert trainers. The role will also provide on-the-ground support for the day-to-day work of the Care & Repair project, accompanying participants on jobs, conducting site visits and assessing job requirements.

This position is ideal for someone with a background in skilled trades, or someone proficient in DIY skills who also has a keen interest in providing mentorship and working in a community setting.

Duties:

- Conduct site visits with programme participants to assess job requirements and guide them through completing tasks safely and effectively.
- Provide hands-on training in basic practical skills, including using tools, installing smoke alarms, painting, grass cutting, and general home maintenance.
- Work closely with the Health & Safety Manager to ensure all activities meet safety standards.
- Coordinate additional training opportunities for participants, collaborating with internal and external trainers, tutors, and employment support services.
- Support participants in developing confidence, structure, and independence in the workplace.
- Maintain and manage tools, equipment, and materials, ensuring they are in good working condition and available for use.
- Compassionately liaise with Care & Repair clients during site visits to better understand their needs and ensure a high standard of service delivery.
- Provide feedback and regular reports to management on participant development and any additional support needs.
- Carry out any other relevant duties as required by management.

Who We're Looking For

You don't need formal qualifications to apply for this role. What matters most is your practical skills, an interest in supporting others, and a positive attitude. If you've worked with your hands, enjoy fixing things, and like helping people, this could be the perfect job for you!

Essential Skills & Qualities

- Good hands-on skills – basic DIY jobs like fixing things, painting, gardening and using tools.
- A friendly and patient attitude – you'll be working with people from all walks of life, some who need a bit of extra guidance.
- Leadership – you'll be helping and teaching others, so confidence in explaining and demonstrating tasks is important.
- Basic health & safety awareness – you understand how to work safely and follow basic safety rules (training will be provided if needed).
- Good communication skills – you can chat with people, make them feel comfortable, and explain things in a simple way.
- Organisation – you can plan your day, keep track of tools, and make sure jobs get done efficiently.
- Basic tool knowledge – you know how to use common hand tools and power tools safely.
- A full driving licence – you'll have access to our company vans during work hours to transport

Bonus Skills*

**Not Essential and we can provide training if needed*

- Any experience and/or qualification in a trade (e.g., carpentry, painting, general repairs).
- Any experience and/or qualification in leadership, community work, or training.
- A QQI Level 6 Train the Trainer or similar certification (we can help you get this).
- First Aid or Health & Safety training.
- Manual Handling Instructor certification.
- Experience helping others who have been unemployed or need extra guidance.
- Some experience keeping records or jobs

Terms & Conditions

Post: Part-time, fixed term contract for 12 months. Part-time hours can vary from 18 – 21 hours depending on the needs of the candidate.

Location: Based in Bawnogue, Clondalkin with travel required for site visits within the community. Company van available during work hours for travel to job sites.

Reporting to: Tús Manager

Salary: € 34,831.00 **pro rata per annum for part time will apply**

Benefits:

- Pension scheme (employer contribution after probation period).
- Access to HSF low-cost health insurance.
- Professional development and training opportunities.
- Employee Assistance Programme.
- Bike to Work Scheme.

APPLICATION PROCESS

Postal Applications:

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question. Please send a copy of your up-to-date detailed CV (no more than 2 pages) and cover letter accompanied with **completed confidential form** marked: **Care & Repair DIY Training Officer Ref: 185**

Administration & Operations Department
South Dublin County Partnership
Unit D1 Nangor Road Business Park
Nangor Road
Dublin 12.

Email Applications:

Email your CV, cover letter and application form to jobs@sdcpartnership.ie (mailto:jobs@sdcpartnership.ie) – subject box to be marked: **Care & Repair DIY Training Officer Ref: 185**

Closing date for receipt of applications: **4th April 2025 at 5.00pm**

Please provide the names, address, occupation, and contact details of two referees. (Contact will not be made without prior notification to you). Please note that no individual correspondence will be entered.

Late applications cannot be considered. Shortlisting of candidates will apply.

South Dublin County Partnership is an Equal Opportunities Employer and welcomes applicants from a diversity of backgrounds.



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Union through the European Social Fund Plus.

Region

South Dublin

Date Entered/Updated

26th Mar, 2025

Expiry Date

4th Apr, 2025

Attachment

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