

## JOB DESCRIPTION – STAND Facilitator (Irish Language): Irish Aid Centre

<b>Job Title</b> STAND Facilitator (Irish Language) – Irish Aid Centre	<b>Reports to</b> STAND Coordinator: Irish Aid Centre
<b>Location</b> Primarily in the Irish Aid Centre, Dublin 2. Some work from home may be required. Some travel for work will be required.	<b>Pay</b> €150 daily rate

### SUMMARY OF JOB ROLE

STAND is a mission-driven, not-for-profit organisation mobilising third level students and graduates to stand up for global justice, equality and sustainability. We do this by creating opportunities to inspire, educate and activate students to understand the root causes of global injustices and equip them with the confidence and skills to be catalysts for positive change.

STAND is contracted by Irish Aid to provide Facilitation and Public Awareness Services in support of Irish Aid's Public Awareness Programme (see more information about this programme below). To this end STAND is now recruiting a new facilitator, to delivery workshops primarily in the Irish Language to join a dynamic, diverse team. This job will be based in the Irish Aid Centre in Clonmel Street, Dublin 2.

The purpose of the facilitator role is to contribute to the achievement of the Irish Aid Public Awareness Programme by working as part of a team to deliver workshops for primary, secondary and third level students, support with public outreach events, respond to public queries and manage the stock and provision of Irish Aid materials.

The facilitator role is a fixed term, part time contract position for up to 12 months, until the end of August 2025, with a possibility of extension.

The successful candidates will work a minimum of 6 days per month, reporting to the Irish Aid Centre Coordinator. Working hours are agreed in advance with the Coordinator and are flexible where possible.

This role is an excellent opportunity for facilitators who enjoy working with a range of groups, are flexible in their working arrangements and are keen to pursue their professional development as part of a small dynamic team.

Is é ról an éascaitheora cur le Clár Feasachta an Phobail ag Cúnamh Éireann a bhaint amach, trí oibriú mar chuid d'fhoireann chun ceardlanna a sholáthar do dhaltáí bunscoile, meánscoile agus tríú leibhéal, tacaíocht a thabhairt d'imeachtaí poiblí, freagra a thabhairt ar fhiosrúcháin ón bpobal agus bainistiú a dhéanamh ar stoc Chúnamh Éireann. Is post conartha ar théarma seasta,

páirtaimseartha é ról an éascaitheora ar feadh suas le 12 mhí, go dtí deireadh Lúnasa 2025, agus d'fhéadfaí síneadh a chur leis.

Oibreoidh na héacaitheoirí 6 lá sa mhí ar a laghad. Comhaontaítear uaireanta oibre le Comhordaitheoir Lárionaid Chúnaimh Éireann, a bheidh mar bhainisteoir acu roimh ré agus bíonn na huaireanta solúbtha nuair is féidir. Is deis iontach é an ról seo d'éascaitheoirí a bhaineann taitneamh as a bheith ag obair le raon leathan grúpaí, atá solúbtha ina gcuid socruithe oibre agus a bhfuil fonn orthu leanúint lena bhforbairt ghairmiúil mar chuid d'fhoireann bheag dhinimiciúil.

## MAIN RESPONSIBILITIES & DUTIES

- Assist with the planning and design of workshops for target groups, including translating current workshops into the Irish Language for delivery to Gaelscoileanna and Gaelcholaistí
- Deliver the Irish Aid workshops in both Irish and English for primary, second, third level groups and non-formal education groups in the Irish Aid Centre and other locations, including online, as required
- Assist with the gathering of feedback from teachers and lecturers, and liaison and promotion with schools, colleges, community groups as required
- Assist the coordinator with managing, promoting and scheduling the primary, second and third level programme of workshops
- Provide assistance with the preparation of materials, set up, staffing, and dismantling of Irish Aid stands at outreach public events
- Communicate in the Irish Language to event participants, sharing details on the work of Irish Aid and the resources available to teachers and group leaders.
- Respond to public enquiries on the work of Irish Aid and resources on offer, as required
- Assist the coordinator with the management of Irish Aid materials and publications in the Centre
- Assist the coordinator with the maintenance of administrative systems for data collection and organisation in relation to use of the Centre, including booking forms, calendars and feedback forms
- Assist the Coordinator in the preparation of data reports where required

## PRÍOMHFHREAGRACHTAÍ & DUALGAIS

- Cabhrú le pleanáil agus dearadh ceardlann do spriocghrúpaí, lena n-áirítear ceardlanna reatha a aistriú go Gaeilge do Ghaelscoileanna agus do Ghaelcholaistí.
- Ceardlanna Chúnaimh Éireann a thabhairt i nGaeilge agus i mBéarla do ghrúpaí bunscoile, dara leibhéal, tríú leibhéal agus grúpaí oideachais neamhfhoirmeálta in Ionad Chúnaimh Éireann agus in ionaid eile, lena n-áirítear ar líne, de réir mar is gá.
- Cabhrú le haiseolas a bhailiú ó mhúinteoirí agus ó léachtóirí, idirchaidreamh agus ceardlanna a chur chun cinn le scoileanna, coláistí agus grúpaí pobail de réir mar is gá.
- Cabhrú leis an gcomhordaitheoir chun clár na gceardlann bunscoile, dara agus tríú leibhéal a bhainistiú, a chur chun cinn agus a sceidealú
- Cabhrú le hábhair a ullmhú, le cur ar bun, soláthar foirne, agus díchoimeáil seastáin Chúnaimh Éireann ag imeachtaí poiblí for-rochtana.

- Cumarsáid a dhéanamh i nGaeilge le rannpháirtithe na hócáide, ag roinnt sonraí ar obair Chúnamh Éireann agus ar na hacmhainní atá ar fáil do mhúinteoirí agus do cheannairí grúpaí.
- Freagra a thabhairt ar fhiosrúcháin phoiblí ar obair Chúnamh Éireann agus ar na hacmhainní atá ar fáil, de réir mar is gá
- Cabhrú leis an gcomhordaitheoir le bainistiú ábhar agus foilseachán Chúnamh Éireann san Ionad
- Cabhrú leis an gcomhordaitheoir chun córais riaracháin a chaomhnú chun sonraí a bhailiú agus a eagrú, lena n-áirítear foirmeacha áirithe, féilirí agus foirmeacha aiseolais.
- Cabhrú leis an gComhordaitheoir tuarascálacha sonraí a ullmhú nuair is gá

## PERSON SPECIFICATION

### *Essential*

- Qualification in Education or International Development or relevant experience
- Excellent knowledge of the Irish Language, including ability to deliver workshops in Irish and translate resources
- Knowledge and understanding of development education principles and approaches
- Experience of working in an education or facilitation role including experience of working with children and young adults
- Experience in online facilitation, including adapting content to online context
- Confident in facilitating on-camera for pre-recorded and live workshops
- Excellent communication skills and a creative approach to problem solving
- Excellent interpersonal skills and ability to operate as part of a diverse team
- Knowledge of Microsoft Office Suite and related ICT skills
- Professional approach to work
- Ability to work efficiently and to deadlines
- Ability to work flexibly as required – the candidate must be available to work Monday to Friday and to travel to other locations periodically, including occasional overnight travel within Ireland. Weekend work will also be required occasionally (primarily during 2 months of the year). Work dates will be agreed a month in advance and are flexible.

### *Desirable*

- Knowledge and understanding of Irish Aid and the Irish education system
- Experience of international development and/or international volunteering
- Drama or Music Skills (for workshops with primary Level groups)
- Experience of project coordination and excellent project management skills
- Experience working in the Irish language
- Irish driver's license, full drivers' licence, reliable access to a car, and ability to travel within Ireland for work

## TERMS AND CONDITIONS

The role is a fixed term, part time contract position, until August 2025, with possibility of extension. The successful candidate(s) will work a minimum of 6 days per month, both half and/or full days.

The number of days worked may vary from month to month depending on the needs of the Irish Aid Centre, and days will be rostered on a monthly basis. Role holders will typically work less during school holiday periods. The normal working hours will be 7 hours a day or 3.5 hours for a half a day.

All offers will be dependent on Garda vetting and vetting through the Department of Foreign Affairs.

When working in the Irish Aid Centre the facilitators' work normally relates to delivery of 90-minute workshops which take place at 10.00am and 12 noon each day, with workshops occasionally at 14.00 or 14.30. On half days when there is only one workshop booking, or when there is a cancellation, they would also be expected to assist the Coordinator with administrative work.

Internet access is essential for this role. The position requires some working from home, providing live workshops to primary, post-primary and third level students, in addition to some pre-recorded workshops. Facilitators are expected to prepare scripts and presentations based on Irish Aid content and subsequently record themselves delivering these workshops from home. Laptops are provided to staff members.

## TO APPLY

**Applications should be submitted through [this form](#). Applications will be reviewed on a rolling basis, as received, and interviews will be scheduled accordingly. Please be encouraged to apply as early as possible, as the position will be filled as soon as reasonably possible.**

Shortlisted candidates will be asked to do a short practical test before invitation to interview. Details of this test will be sent to candidates upon shortlisting.

Candidates must be legally entitled to work in Ireland at time of application.

## ABOUT IRISH AID'S PUBLIC AWARENESS PROGRAMME

Irish Aid - a directorate within the Department of Foreign Affairs - implements a Public Awareness Programme which aims to deepen public understanding about global development issues through increased engagement with the aid programme, with a particular focus on the formal education sector.

The Irish Aid Centre in Dublin provides workshops on the work of Irish Aid for students at primary, second and third level, as well as assistance with outreach at various public events, and with public enquiries. The Centre activities are currently being delivered through an external services contract involving a STAND team of part-time facilitators and a coordinator.

The main elements of the facilitator's role will be to:

- a) Coordinate and deliver Irish Aid Centre workshops for schools, colleges and non-formal groups, at the Irish Aid Centre, in agreed locations around the country and online. This includes the

provision of Irish Aid educational support materials and information for teachers and contact persons in advance of, and following, workshops; the gathering and analysis of data on participation levels, satisfaction rates and feedback and from time to time the assistance with the development of new education materials.

- b) Support the coordination and delivery of public outreach displays and exhibitions, including volunteering fairs. This includes the organisation of display materials, assistance with the setting up and staffing of stands, responding to queries, returning materials and reporting on each event.
- c) Support the management of the stock and provision of Irish Aid materials. This includes the maintenance of stock control of Irish Aid publications in the Centre, through a database and record systems and the organisation of new publications and materials for events.