

Job Description

Title:	Trainer
Reporting to:	Director, Development Perspectives and Programme Manager
Hours of Work:	2 days per week. Occasional evening and weekend work from September / October until end of 2021.
Location	10 North Quay, Drogheda, Co. Louth
Annual Leave:	The Company's holiday year runs from the 1 st of January to the 31 st of December.
Contract Type	Part time
Notice Period:	1 month
The role of the trainer:	<ul style="list-style-type: none"> • To design, facilitate and evaluate workshops and trainings. • To build and maintain programme partnerships externally with key stakeholders. • To contribute to the monitoring and evaluation of the programme and to ensure reporting internally and externally is done in a timely fashion and to a high standard. • To support the promotion of workshops and trainings. • To work with other DP and programme staff to ensure the programme is aligned to the mission, strategy and values of the organization.



Principal Duties & Responsibilities:

- Responsible for the planning, design, facilitation and evaluation of workshops in Further Education Institutes (12) and with public participation networks (12).
- Responsible for the planning, design, facilitation and evaluation of monthly local and regional SDG related workshops (24).
- Lead the planning, design, facilitation and evaluation of the regional Development Education Training of Trainers (Four editions)
- Contribution to the SDG advocate training as a trainer and facilitator.
- Contribute to programme webinars / alumni events / coaching and mentoring and the creation of a training of trainers toolkit.
- Submit timely reports and evaluations to the Programme Manager / Board of Directors/ Director/ External Agencies and funders in relations to the programme.
- Contribute to the promotion of workshops and trainings.
- Update the DP / SDG challenge database.
- Collaborate with and support programme staff especially in relation to training and facilitation.
- To participate in and contribute to staff and programme team meetings/residentials where appropriate.
- To perform any other duties that may be assigned by the Director / Programme Manager.

