

Job description

1. Job Title:	<u>Trainer</u> reporting to the <u>Programme Manager</u> on a time limited contract (4 days a week from the 26 th of October until the 20 th of November and two days a week from the 23 rd of November until the 22 nd of December)
2. Duties:	<p>Brief description of primary duties.</p> <ul style="list-style-type: none"> • To coordinate the organisation, delivery and monitoring of two local/regional SDG workshops/event. • To organise, deliver and monitor one network meeting as part of Saolta. • Contribute to the research outcomes of Saolta and the Results based framework of the programme. • Contribute to the Social media activity of Saolta. • Participate in Saolta team meetings, DP team meetings and individual meetings where necessary. • To work with other Saolta staff to ensure the programme is aligned to the mission, strategy and values of the organisation. • You may be required to perform such other duties as may reasonably be required of you by the Organisation.
3. Place of Work:	10 North Quay, Drogheda, Co. Louth – remote working arrangements are in place
4. Commencement Date:	26 th October
5. Probationary Period:	2 weeks
6. Hours of Work: (subject to clause 2)	7 hours per working day – 4 days a week between the 26 th of October and the 20 th of November / 2 days a week from the 23 rd of November until the 22 nd of December.
7. Salary: (subject to clause 3)	€ 30,000 Per Annum on a pro rata basis.
8. Annual Leave Entitlement	Pro rata Based on a full time annual allocation of 25 days per year.