



Job Description: Education and Training Officer

Salary	€34,757 to €40,245.00 depending on experience
Hours:	Full-time, 35 hrs per week
Reporting To:	Education and Training Manager
Direct Reports:	N/A
Supported By:	Communications and Advocacy Team Education and Training Administration Assistant
Term:	1-year fixed term contract, renewable subject to funding and performance
Starting Date:	ASAP
Application Deadline:	5:00pm Thursday, November 30th

Overview

Belong To's vision is for an Ireland where lesbian, gay, bisexual, transgender, and queer (LGBTQ+) young people are equal, safe, and valued in the diversity of their identities and experiences. We work with LGBTQ+ young people as equals to achieve our vision through youth work, changing attitudes, and research.

Our core values are those of inclusion, integrity, and respect, in an environment of honesty and openness. Our purpose is to create a welcoming, supportive, safe and fun space for LGBTQ+ young people. We are committed to collaboration and youth participation. We believe in solidarity and intersectional equality, and our work focuses on human rights and social justice. We are dedicated to continuous improvement in everything we do.

This new role offers an exciting opportunity for a self-starter to support the pioneering and innovative work of the Education and Training Department in Belong To. We are looking for a warm and creative trainer with strong administration skills to work with the Education and Training Coordinator in our work to transform schools and other services into welcoming and inclusive spaces for LGBTQ+ young people.

Staff Benefits

Belong To provides staff members with an array of benefits and supports that increase their financial security, health, and well-being. We also support staff members to develop professionally and promote a healthy work life balance. Some of these discretionary benefits and supports include:

- Paid time off, including 26 holiday days, and following successful completion of probation access to our discretionary sick leave, parental leave, and bereavement leave schemes
- Educational assistance programmes (including paid study/ exam leave and an educational fund towards the costs of fees)
- An Employee Assistance Programme (EAP) covering you, and your loved ones.
- A death in service benefit which will pay a lump sum of x4 times your salary to your loved ones in the event of your untimely passing
- Family flexible working hours
- Hybrid Working arrangements
- Tax saver tickets and cycle to work scheme
- Staff coaching and mentoring programmes
- Staff training and development opportunities
- Staff wellness programmes
- Pension contributions (upon completion of 6-month probationary period)

Key Responsibilities and Duties

- Roll out Belong To's LGBTQ+ Quality Mark initiative and Stand Up Awareness Week campaign to schools and alternative education centres in conjunction with the Education and Training Manager. This includes:
 - Project Management and general administration
 - Training and resource development and delivery
 - Supporting educators in creating LGBTQ+ inclusive schools and alternative education centres.

- Project Management and General Administration:
 - Manage the Education and Training Department training booking systems, record, files and database information.
 - Disseminate and collate training evaluations and produce reports
 - Procure items and services as required with finance.
- Training and Resource Development and Delivery
 - Work with the Education and Training team to:
 - Design and develop training for various stakeholder groups
 - Maintain and update the online resource hub
 - Assist with the development and production of on and offline learning materials as necessary
- Supporting Educators in Creating LGBTQ+ Inclusive Schools and Alternative Education Centres.
- Support individuals, organisations and services by responding to daily queries and support requests
- Support a national network of schools and alternative education centres to achieve the LGBTQ+ Quality Mark accreditation by:
 - Delivering coordinator training
 - Visiting schools to provide all staff training and coordination guidance
 - Regular online meetings and calls
 - Accreditation visits

Note

This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisations aims are achieved. It should be noted that the organisation is dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.

Functional Competencies

Essential

- At least 3 years experience as an Education/Training Officer, or similar role.
- Qualification in Education/Training/Communications or similar
- Project management/administration experience, planning and organising trainings and training programmes.

- Excellent communications (oral and written English), presentation, interpersonal, influencing and negotiation skills for engaging a wide variety of stakeholders.
- Excellent IT competency with Microsoft Outlook, mail, calendars and Microsoft Office including Excel.
- Full, clean driving licence.

Desirable

- Experience working in the LGBTQ+ related sector
- Experience training designing
- Experience e-learning design/coordination
- Experience of working with database systems, especially Salesforce.

Behavioural Competencies

Effective Communication

Tailors communications to effectively reach an audience. Has the ability to influence and negotiate within requirements of the role.

<ul style="list-style-type: none"> ◆ Effectively explains / conveys key, and at times complex, information (technical, legal, regulatory, or procedural) to others, adapting content and style, as necessary and ensuring that this information is understood. ◆ Takes others' perspectives into account when negotiating or presenting arguments. ◆ Anticipates reactions to messages and adapts communications accordingly. ◆ Proactively shares information and resources across departments which support improvement. 	Level 3
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Planning and Organising

Plans activities thoroughly for self / others. Makes best use of all available resources.

<ul style="list-style-type: none"> ◆ Ensures others – colleagues are clear on activity, workload, and priorities. ◆ Assesses and reassesses priorities as required - Effectively resolves competing priorities. ◆ Provides effective support to others to enable delivery. ◆ Monitors progress on process and resources to ensure deadlines are met. ◆ Understands and follows procurement and financial controls. ◆ Effectively plans and co-ordinates small projects. 	Level 2
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Stakeholder Focus	
Strives to tailor service to stakeholders' needs. Encourages others to focus on the stakeholders. Identifies and clarifies individual stakeholders' needs.	
<ul style="list-style-type: none"> ◆ Demonstrates sensitivity and understands the stakeholders' perspective. ◆ Takes opportunities to research and understand stakeholders' needs, gain feedback, and assess ways in which systems and procedures can be improved. ◆ Co-ordinates feedback from stakeholders to ensure satisfaction and shares the results with line manager. ◆ Communicates and actively demonstrates the importance of providing good service to others 	Level 2

Team and Collaborative Working	
Fosters a collaborative /team working spirit. Actively helps and supports others to achieve team goals.	
<ul style="list-style-type: none"> ◆ Contributes to core and wider teams / groups in a consistently proactive and co-operative manner. ◆ Consistently displays positive approach to working with others. ◆ Appreciates the differences between people and is flexible in accommodating others. ◆ Where appropriate, passes constructive feedback to colleagues. ◆ Works for solutions that the majority of team/colleagues can support. ◆ Regularly volunteers and participates in activities. ◆ Shares work out equitably and fairly. ◆ Enlists the active participation of everyone to ensure team goals are achieved within the context of the role. 	Level 2

**Please note that listed above are the top behavioural competencies applicable to this role and is not the exhaustive list of all competencies relevant to this role.*

Key Relationships

Internal	External
<ul style="list-style-type: none"> • CEO • Education & Training Team • Communications and Advocacy Team • National Network team • Youth Work Team • Operations Team 	<ul style="list-style-type: none"> • Educational Partners • Professional Associations in relevant sectors • Schools • Professionals working with young people

Overview of Practical Arrangements

Hours and Place of work

Full-time, Monday to Friday from 9am – 5pm. This post offers excellent flexibility to the successful candidate including a Hybrid Working arrangement. The nature of this post requires flexibility in the hours of work and will require occasional work in the evenings, at weekends and regular travel nationally.

The usual place of work shall be in Belong To's office at 13 Parliament Street, Dublin 2.

Holidays

In addition to the usual public holidays the annual leave for this position is 26 working days (pro-rata).

The Protection & Safeguarding of Children and Vulnerable Adults

Belong To LGBTQ+ Youth Ireland has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisation's Safeguarding and [Child Protection Policy and Vetting Policy](#) is available for review on our website.

Confidentiality

Due to the nature of this work the post holder will often be party to highly confidential and very personal matters – they must therefore be committed and able to maintain the very highest standards of confidentiality at all times.

Non-Compete/ Non-Solicitation

A condition of the contract of employment offered to the successful candidate will be a restrictive covenant commonly known as a non-compete and non-solicitation clause.

Pre-Employment Health Check

The successful candidate shall be required to complete a pre-employment medical check and be certified as fit to perform the duties of the role in advance of taking up employment.

Belong To LGBTQ+ Youth Ireland is an Equal Opportunities Employer

We are committed to an inclusive and diverse organisation. We do not discriminate based on race, ethnicity, colour, class, ancestry, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, anti-body status, marital status, family status, religious belief, membership of the Roma or Travelling community or any other legally protected status.

Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a role with Belong To LGBTQ+ Youth Ireland we create a number of both paper and digital records in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit a request by email to privacy@belongto.org ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate's personal data held by Belong To LGBTQ+ Youth Ireland are set out in our [data protection policy](#).

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Belong To Youth Services may decide that a smaller number will be called to the next stage of the selection process.

In this respect, Belong To provides for the employment of a shortlisting process to select a group who, based on an examination of the application forms,

appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. An expert panel will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

As part of the shortlisting process candidates may be selected to take part in a phone screening interview. An invitation to take part in a phone screening interview will be at the discretion of the Expert Panel and does not guarantee a face to face interview.

Other Important Information

Belong To Youth Services will not be responsible for refunding any expenses incurred by candidates.

Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises we may at our discretion, select and recommend another person for appointment on the results of this selection process. A panel may be formed from which future vacancies may be filled.

Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

Submitting an Application

Please submit a completed application form in advance of the **deadline for applications of 5:00pm, Thursday November 30th.**

Applications should be submitted by email to: jobs@belongto.org

We will inform candidates who have been successfully shortlisted. We regret that it is not possible to provide individualised feedback to applicants who have not been shortlisted for interview and we kindly request that you do not call or email seeking feedback. Feedback is available for candidates called to interview.

Candidates should note that canvassing will disqualify.

Funding

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**An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige**
Department of Children, Equality,
Disability, Integration and Youth