

JOB DESCRIPTION

Training and Development Coordinator



Advertised October 2024

An exciting opportunity has arisen for an experienced training and development professional to join Dyslexia Ireland's dynamic team. As a key member of our national office staff, the successful candidate will help to develop, deliver and coordinate the many facets of training that we deliver, and support the development of new projects. This post is an excellent career opportunity for an ambitious professional with a passion for driving positive social change for those affected by dyslexia.

Summary of Role and Responsibilities

The Training and Development Coordinator will be part of the national office team and will co-ordinate and deliver many of our training activities in line with the organisation's overall strategy and implementation plans. The Training and Development Coordinator will also support the development of new projects and services.

The Training and Development Coordinator will report to the Head of Education and Policy, and will work closely with other national office staff. The Training and Development Coordinator will have a clear understanding of GDPR, Data Protection and Accessibility requirements, along with Dyslexia Ireland's strategic priorities and policies.

Main Responsibilities and Duties

The responsibilities include, but are not limited to the following:

- Coordinate the administration of Dyslexia Ireland's training programmes.
- Deliver training on dyslexia and related topics to a variety of groups, both online and in person. Groups will include teachers, parents and young people with dyslexia.
- Create and update training materials, ensuring evidence-based content and consistency of message.
- Evaluate training outputs, and reporting on same to management.
- Develop new training and awareness raising materials, in line with Dyslexia Ireland strategy.
- Promote wider engagement with Dyslexia Ireland's training courses.
- Support the development of new projects in response to identified needs.
- Support future European Erasmus+ projects
- Support Dyslexia Ireland's Information Service during periods of peak demand, in particular our information helpline (phone and email).
- Represent the Association at information stands, seminars, conferences.
- Keep abreast of current information/research in dyslexia and dyscalculia.
- Ensure that necessary general administration in respect of the role is carried out to

high standards in line with Dyslexia Ireland policies and procedures.

- Participate in such performance management processes, and related development activities, as may be considered by the management as relevant to the role.
- Undertake any other duties as may reasonably be assigned by the Head of Education and Policy, or the CEO, from time to time, including willingness to support colleagues during busy periods.

Person Specification

This position provides an opportunity to make a valuable contribution to our work. The ideal candidate will be a motivated professional who has a passion to deepen understanding of dyslexia and dyscalculia, and support our community.

- We are looking for an excellent communicator (both spoken and written) who is adaptable and comfortable working both independently and collaboratively in teams.
- You will be an experienced trainer and group facilitator with strong communication skills. You will be comfortable working with all age groups.
- You will demonstrate a commitment to inclusive training provision.
- You will be self-motivated and be able to engage and build relationships with a range of stakeholders.
- You will be passionate about positive social change achieved through community and voluntary action.

Essential Criteria:

- At least two years' experience in a similar training and development role.
- A strong track record of developing and delivering high quality training to a variety of groups, both in person and online (e.g. Zoom). Experience in delivering training to teachers, parents and young people is essential.
- Proficiency in office IT systems (Microsoft, Google) and strong attention to detail.
- Experience in developing accessible information and training materials (including texts, PowerPoint, images, and videos).
- Experience developing and managing projects.

Desirable Criteria:

- Experience using online event management systems (e.g. TicketTailor, Eventbrite)
- Experience using a design platform such as Canva.
- Experience developing video content for training.
- Not-for-profit sector experience.
- Knowledge of dyslexia and neurodiversity.

Education, Qualifications & Skills

- A third-level qualification in a relevant area (education, training, development,

community) at level 8 degree minimum, or educated to degree standard with substantial work experience in the listed areas.

- Excellent written and verbal communication skills in English.
- Strong computer literacy.

Terms:

- Full-time role, 35 hours per week.
- Contract of two years' duration, with potential to extend subject to funding.
- The role is subject to successful completion of a 6-month probationary period.
- The position is based at the Association's national office in central Dublin, as well as with remote work from home in line with our flexible (hybrid) working policy.
- Starting salary of €40,000 per annum.

Application Process

Candidates wishing to apply for this post should email their CV, and a cover letter outlining their suitability for the role, to:

Donald Ewing, Head of Education and Policy, Dyslexia Ireland at donaldewing@dyslexia.ie

Key Dates

- The closing date for applications is **November 15**.
- Interviews will be held with shortlisted candidates on **November 25, 27 or 28**