

2025

# Women's Aid Recruitment Pack

## Training Development Officer

2025

Women's  Aid

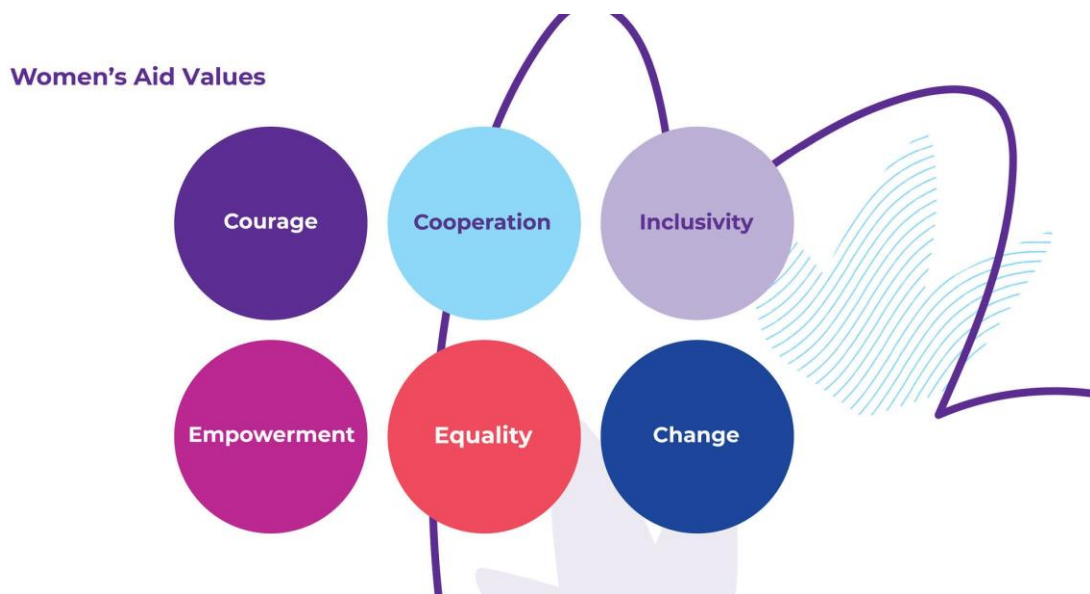


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## About Women's Aid

Women's Aid is a national, feminist organisation working to prevent and address the impact of domestic violence and abuse. We do this by advocating, influencing, training, and campaigning for effective responses to reduce the scale and impacts of domestic abuse on women and children and providing high quality, specialised, integrated, support services.

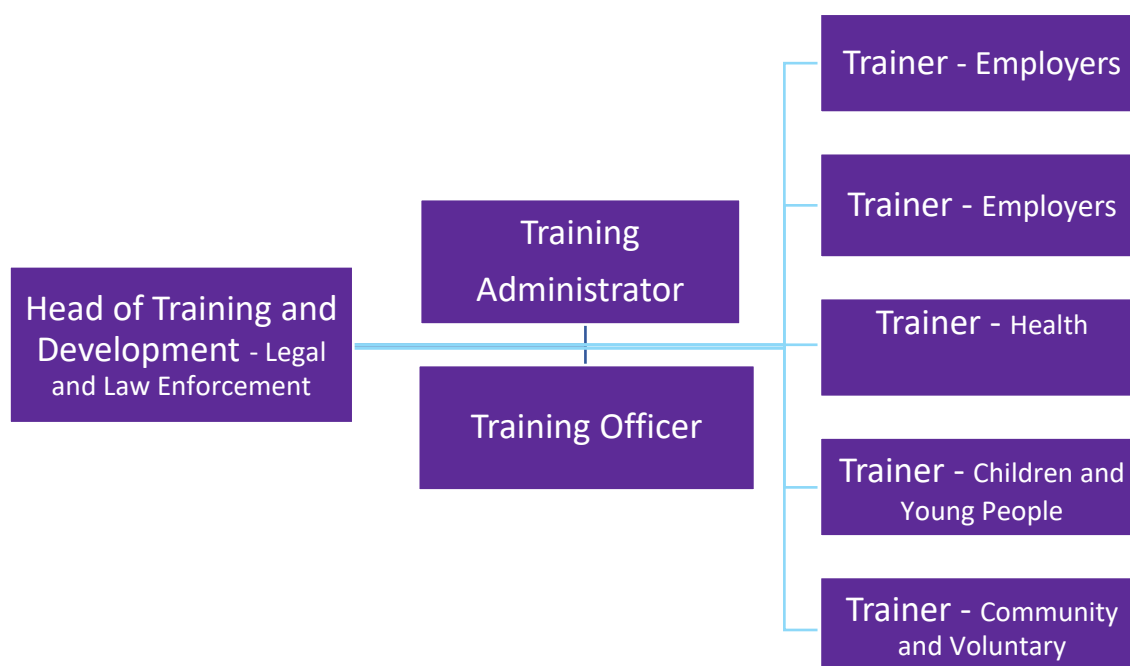


Our vision is an equal Ireland with zero tolerance of all forms of violence against women, including domestic abuse. For more information, please visit <https://www.womensaid.ie/about-us/our-strategy/> to view our current Strategic Plan.

## About the Training and Development Department

We are a specialist training provider, supporting professionals, service providers and communities to understand domestic abuse and coercive control and respond safely and effectively. Our training is primarily delivered through Women's Aid Centre for Learning and Practice Development, a digital learning platform designed to create communities of practice that are domestic violence and trauma informed. This work contributes significantly to the advancement of our vision of an equal society with zero tolerance of all forms of violence against women, by increasing awareness, understanding and strengthening responses. All Women's Aid training is informed and guided by our decades of experience directly supporting women and by models of best practice.

## Training and Development Department Structure



## Benefits of Working with Women's Aid

- **Annual Leave:** Annual leave entitlement is 25 days per annum pro rata.
- **Privilege Days:** Good Friday and Christmas Eve.
- **Pension:** Women's Aid operates a contributory pension scheme which all employees may join after 6 months in the organisation.
- **Maternity Leave:** Women's Aid will pay full salary (less Social Welfare benefits) for the period of the 26 weeks paid leave (subject to 1+ year service).
- **Parent's Leave:** 9 weeks' leave topped up to full salary during the first 2 years of a child's life, or in the case of adoption, within 2 years of the placement of the child with the family for eligible employees.
- **Employee Assistance Programme:** Women's Aid provides an extensive employee assistance programme operated by Peninsula.
- We also offer a range of other supports, including paid leave for employees experiencing **menopause, problematic periods** or subject to **domestic abuse**.
- **Death in Service Benefit:** Available for all employees to the value of 2 years' salary.
- **Trade Union Membership:** The staff of Women's Aid has an option of joining the recognised representative Trade Union Forsa.
- **Training Allowance:** Annual allowance for staff members to undertake training to enhance skills and expertise (subject to budget availability).
- **Travel Supports:** Bike-to-work schemes and tax saver commuter tickets.
- **Equality and Diversity:** Women's Aid is committed to the promotion of equal opportunities and cultural diversity.
- **Lived experience:** While lived experience as a survivor of domestic abuse is not a requirement for any role in Women's Aid, we welcome applications from suitably qualified individuals with lived experience.

## About the Training Development Officer Role

**Title:** Training Development Officer

**Reference:** TRAIN25 (please cite in all communications with Women's Aid).

**Reports to:** Women's Aid Head of Training and Development.

**Contract:** Fixed term Contract – 2 years (24 Months) subject then to review/evaluation/funding.

**Hours:** Full-time. Women's Aid's full-time working week is 35 hours (excluding lunch). Core working hours are ordinarily between 8am and 6pm Monday to Friday, unless a role requires different contracted hours. Flexibility may be required.

**Location:** Primarily based at Women's Aid head office in Dublin 2. Some remote/hybrid working may also be required and a % of hybrid working will be considered on application.

**Salary:** The starting pay point for the role will be between €29,206- €36,380 (median point on the band) in line with the company's remuneration policy and dependent on levels of relevant experience. Full Women's Aid Officer/Administrator Pay band: € 29,206 – 43,566.

## Job Description: Training Development Officer

### Role objectives:

- The Training Development Officer role will contribute to the success of the Training Department, through providing a combination of marketing and administrative functions to support the successful implementation of the Training and Development Strategic Business Plan.
- Specifically, the role will support the identification, development and promotion of new training opportunities among the strategic sectors identified in the plan.
- The Training Development Officer will also contribute to the department's overall administrative functions including collation and data analysis in

preparation of budget reports, funding/tender applications and marketing and promotion initiatives.

## **Key Responsibilities**

- Support the development and promotion of new and existing training offers across the strategic sectors
- Collaborate with the trainers to identify and target key partners and stakeholders to promote our training offer in each of the relevant strategic sectors
- Support the ongoing development and implementation of an annual multimedia (including social media) marketing strategy for the strategic promotion of the Department's various training offers
- Evaluate the impacts of advertising initiatives to gauge success and ensure best value and strategic targeting of promotions on an ongoing basis
- Support the Head of Department to ensure efficient budget management through procurement of any external services (including advertising) in line with agreed budgets, and company procurement policies and procedures
- For all aspects of the Department's work, ensure the collation and analysis of data and information (e.g. participant demographics, collated evaluation feedback) for the purpose of reporting on outputs and outcomes of the work for internal and external audiences
- Creating and maintaining a contacts database for communications including promoting the Training Departments work.
- Contribute to the proactive identification of new funding streams and preparation of funding applications/tenders for contracts to support the delivery of new and existing training offers
- Assist in the design and updating of training promotion and other materials

- Provide support for other promotional and reporting elements of Women's Aid Centre for Learning and Practice Development, providing reports as required
- Be a point of contact for new training enquiries and opportunities to collaborate with services responding to DVA
- Work with the Training Administrator to ensure efficient Department administration, tracking of invoices, income generation and budget spend
- Follow requirements of Women's Aid data protection policies and procedures in all aspects of the role

## **Other Duties:**

- Support the preparation of reports for funders, the Board and other organisational requirements
- Schedule meetings and record minutes as requested.
- Contribute to the general work and administration of the Training and Development Department and Women's Aid, and attend and participate in organisational and team meetings, working groups, events etc.
- Attend regular support and supervision meetings with the Head of Training and Development
- Carry out all other duties as required, commensurate with the responsibility of the post
- To assist in providing cover for Reception during leave periods (as one of several team members available to do so)
- Promote the overall aims and values of Women's Aid at all times.

## **Experience and skills sought**

The ideal candidate will have the following experience and competencies:

### **Essential experience and competencies:**



- Minimum three years' experience in a comparable role
- Relevant qualification
- Experience and knowledge of administering learning management systems (e.g. Moodle, BBB classroom technology)
- Excellent information management skills and experience, including MS Office (e.g. Word, Excel, PowerPoint, SharePoint, MS Forms, MS Teams, Canva).
- Excellent interpersonal and communication skills with proven ability of successfully engaging with a wide variety of stakeholders verbally, and through written and other visual means.
- Knowledge and proven track record of preparing successful tenders for contracts and grants.
- Knowledge and experience of data collection and analysis.
- Experience of using social media platforms and other digital marketing tools to successfully promote training or other relevant services.
- Knowledge and experience of accounting concepts and terms, and budget management is not essential but is of benefit.
- Proven ability to work both independently and collaboratively within a team environment
- Ability to work under pressure and prioritise tasks, working to deadlines, as required
- Be well organised with excellent attention to detail
- Experience and knowledge of e-learning training development
- Commitment to the elimination of gender inequality and an interest in the work of Women's Aid.
- A high level of professionalism, integrity and personal accountability, when engaging with diverse stakeholders.
- Results and solutions driven.
- Enthusiastic, warm and friendly manner.

**Please note:** the successful candidate will be required to provide confirmation of their eligibility to work in Ireland.

## **How to Apply**

Application Form: completed application forms, clearly referenced **TRAIN25** in the subject line, should be sent by email only to Deborah Warren, Training Administrator, email: [deborah.warren@womensaid.ie](mailto:deborah.warren@womensaid.ie)

CVs will not be considered.

Closing date: **Thursday 27<sup>th</sup> March 2025**

Interview schedule: It is anticipated that first round interviews will be held during the week beginning **April 7<sup>th</sup> 2025**