



Job Title	Education & Development Officer
Location	Head Office - 4 Castle Street, Dublin 2
Reports to	Education & Development Co-Ordinator
Purpose	Ruhama is an Irish NGO and registered charity that offers nationwide support to women impacted by prostitution, human trafficking for sexual exploitation and other forms of commercial sexual exploitation. Founded in 1989, our organisation has extensive expertise in providing a wide range of specialist, holistic support services. Our services are free, confidential, and delivered by a committed and experienced team. Ruhama also advocates to influence policy that supports and protects women. The aim of the Education and Development programme is to facilitate service users' unique learning pathways. The post holder will assist the Education & Development Coordinator in providing a range of opportunities for service users to work on their education goals; and in delivering a quality, trauma-informed service, which adheres to the principles and practice of adult and community education.
Contract	Full-time and permanent – 35 hours per week
Salary	Competitive Salary Scale, €35,609 - €54,914 applies, depending on relevant experience

Key Duties and Responsibilities

Assessment, planning, progression

- Assist in supporting service users to identify their education needs and to set goals.
- Support service users to progress their education plans; to set and reach education goals and to review regularly.
- Support service users' access to education services – online and nationwide.
- Assist with the provision of practical supports for education purposes.

Individual and group sessions

- Design, deliver, evaluate a range of bespoke 1-to-1 classes including English (ESOL & literacy), study support, ICT.
- Assist in the organising, facilitation and evaluation of group classes, workshops, events.
- Contribute to the ongoing development of the class schedule - in response to service user needs.

- Develop and maintain class plans, session materials & evaluation tools.

Teamwork, networks and partnerships

- Contribute to the delivery and expansion of the education service nationwide.
- Collaborate and communicate with colleagues and agencies in the Midlands, Limerick, Cork and nationally to enhance education and career outcomes for service users.
- Strengthen and develop nationwide connections with education providers: to maximise outcomes for service users.
- Participate in key education networks and keep abreast of developments in the sector.
- Collaborate in the building of alliances with volunteers, partners, supporters: to enhance education services.

Education approach

- Work in a trauma-informed way, informed by Ruhama values, by principles and practice of community and adult education and by a commitment to social justice.
- Engage in reflective practice.
- Commit to CPD and to the delivery of quality standards in the service.
- Champion both the value and power of education - promote / foster communication about education matters among users.

Organisation and Administration

- Maintain accurate service user records on Salesforce.
- Prepare and complete weekly logs, quarterly reports, annual work plans.
- Participate in organisational meetings and in regular supervision with line manager.
- Work as a team member to develop and fulfil the policies, aims and objectives of Ruhama.
- Comply with all Ruhama policies and procedures.
- Perform any other duties assigned or delegated by line manager.

Additional duties

- Collaborate closely with colleagues to ensure smooth running of the Education and Development programme.
- Attend team and other meetings as required.
- As part of the front-line team create an environment, which will support/facilitate individuals towards independence.

This role description may be changed in response to developments within the project. This will be done in conjunction with the role holder.

The Education & Development Officer will have:

Essential

- A Level 8 degree *AND*
- A qualification in adult or community education or teaching – to include English (ESOL and literacy) and ICT *AND*
- A minimum of 3 years' experience employed in a front-line adult education service:
 - Teaching adult learners
 - Developing, delivering and evaluating individual and group programmes

- Supporting adult learners to work on individual learning plans
- Knowledge of the education sector in Ireland: the landscape, options and opportunities.
- Strong organisation and administration skills: including ICT skills, use of database and record keeping.
- Ability to reach targets, fulfil objectives, and effectively manage and meet deadlines.
- Good inter-personal skills: teamwork, communication, networking & partnership building.
- An ability to work on own initiative, and as part of a team.

Desirable

- Experience working with adults impacted by trauma, inequality, discrimination & stigma.
- Understanding of the impact of prostitution, trafficking, involvement in the sex trade has on service users.
- Understanding of the value and power of education: especially for Ruhama service users.
- Understanding of the challenges facing Ruhama service users in accessing education and skill in dealing with these.
- Language skills, e.g. Portuguese, Spanish, Somali, Romanian.
- Registration with the Teaching Council.

Other:

- Garda vetting will apply.
- Full clean Irish Driving Licence and access to a car are essential for this role.
- Some occasional working outside of office hours is required and expected.
- Travel nationally is a regular feature of this role.

Ruhama is an equal opportunity employer