

## **Job Description**

### **5 x Part-Time Training Officers**

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As part of our expansion we are looking for part-time experienced individuals who will take responsibility for training and supporting our team of dedicated volunteers across the country. Each Training Officer will be assigned a specified geographical area containing a number of existing affiliated clubs and they will be expected to have the following responsibilities within the area assigned to them.

#### **Key Responsibilities**

- Training Officers will undergo a training programme to equip them with the necessary skills and knowledge to deliver training to No Name Club volunteers and Hosts/Hostesses.
- The Training Officer is responsible for delivering the training programme on behalf of the No Name Club including the use of innovative ways of delivering information such as presentations, questions and answer sessions, case studies, and group work.
- The Training Officer will be responsible for providing the training programme for No Name Club adult volunteers & Hosts/Hostesses and evaluating same and also providing necessary support to clubs.
- The Training Officer is responsible for contacting clubs in their area in consultation with the organisation with a view to draw up plans for the delivery of training.
- Responding to queries from new communities within their areas,
- The Training Officer is responsible for planning, organising and facilitating training events in their area. The Training Officer is also required to attend relevant seminars, conferences and training events as required.
- The Training Officer will be required to maintain records of training carried out, evaluations received and provide monthly progress reports and attend monthly staff meetings and any other duties as assigned by the Chief Executive

**Post:** Part-time 20 hours per week for a 7 month contract

**Salary:** €1250 per month

Applicants should send in a covering letter, a CV clearly stating which post you are applying for to:

info@nonameclub.ie or to  
HR Department, No Name Club Ltd., 32 Main Street, Newbridge, Co Kildare

Electronic applications are preferable, please note short-listing may apply.

**Closing Date Friday 16<sup>th</sup> July 2010**