**South Dublin County Partnership - Tutor & Facilitator Panel**

South Dublin County Partnership seeks suitably qualified applicants for placement on a panel of tutors / trainers and facilitators for a range of part-time roles in accredited and non-accredited courses that are designed to meet individual and local community needs. Minimum level 6 certification and subject matter expertise required.

We are currently searching for people to work with our Lifelong Learning team who has experience in the following area:

**Community Education – Community based programmes delivered over 6 to 8 weeks one/two mornings per week.**

**Digital Skills Programmes for older people in our community**

* Smart phone basics
* Getting Online (Mobile Data and Wi-Fi basics)
* Communications- Calls, Messaging, WhatsApp
* Social Media
* Camera and Multimedia
* Podcasts and Music
* Maps
* Travel apps (TFI, DART, LUAS)
* Online shopping and shopping/loyalty apps
* Online banking and finance
* Staying safe online

**In addition to competency in the above areas the ideal candidate would have some experience working with older or vulnerable learners and a learning approach grounded in empathy and patience.**

**General Job Description- Tutor & Facilitator Panel**

Tutors & facilitators appointed to the panel will demonstrate a good knowledge and understanding of the ethos of adult, youth, and community education. They will be required to fulfil the following duties under the overall direction of the South Dublin County Partnership (SDCP) in accordance with South Dublin County Partnership’s objectives and annual plan: Please visit our website for more information on SDCP [www.sdcpartnership.ie](http://www.sdcpartnership.ie)

1. Plan, develop, deliver, and assess programmes that are responsive to the needs and interests of young people and adult learners (as applicable)
2. Communicate and report regularly to the programme managers or staff on planning and outcomes
3. Source and develop appropriate materials for use with young people, adult learners, and groups.
4. Monitor and report on the attendance and progress of young people, adult learners, and groups.
5. Maintain appropriate records as required by the programme
6. Attend staff meetings and participate in in-service training as required.
7. Contribute to the development of an appropriate young person and adult learning environment.

Ideally, individuals would display a range of skills and experience in their chosen area of expertise and display a strong record of accomplishment of developing and delivering training within a framework of best practice. **Applications are especially welcome from any tutors/facilitators who have experience of working with students who have limited or no experience of the workplace or who are distanced from employment though long-term unemployment.**

SDCP tutor rate is €50 per hour inclusive of material preparation and class planning. SDCP operate the standard rates per contacted session/workshop. The average rate is €250 per half day session inclusive of preplanning meeting(s) and post-session reporting on attendance and outcomes. However, depending on the nature of the work contracted, this may be negotiated lower or higher.

The successful applicants will be expected to undergo Garda vetting (if applicable) and are contracted on a self-employed basis.  Successful candidates will be matched to learning programmes on a short or medium-term basis from a panel formed after initial interviews.

**APPLICATION PROCESS**

Suitable applicants must send application form accompanied by a cover letter (no more than one A4 sheet) and an up-to-date CV (no more than 2 pages), paying particular attention to the essential and desirable criteria in the job description, your suitability and why you are appropriate for the post in question. Please provide the names, address, occupation and contact details of two referees. (Contact will not be made without prior notification to you). Please note that no individual correspondence will be entered into.

Please send three copies of your up-to-date detailed CV (no more than 2 pages) and cover letter accompanied with completed confidential application form marked: **Tutor Panel Ref. 158/2024 to:**

**Administration & Operations Department**

**South Dublin County Partnership**

**Unit D1**

**Nangor Road Business Park**

**Nangor Road**

**Dublin 12**

**OR** alternatively email your application to [**jobs@sdcpartnership.ie**](mailto:jobs@sdcpartnership.ie)

**Closing date for receipt of applications is no later than the 18th of October 2024**

**SELECTION PROCESS**

All applications will be considered, and a list of applicants will be selected for the panel. As soon as relevant posts come up within the organisation, people will be called for interview.

It is envisaged that the successful applicants will be advised of the outcome within a week of interviews and will commence employment as soon as possible thereafter.

Note no late applications will be accepted.

***South Dublin County Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.***