

TITLE	Skills Development Co-ordinator
REPORTS TO	EU Programme Co-ordinator
WORKING HOURS	2.5 Days per week for 8 months

Overview

FLAC is a human rights organisation which exists to promote equal access to justice. Its vision is of a society where everyone can access fair and accountable mechanisms to vindicate their rights.

Project Description

The Equal Access Project is a 2 year project co-funded by DG_JUST under the Rights Equality and Citizenship Programme. The Project, which commences on 1 February 2021, seeks to build the capacity of advocates to represent claimants on the Race, Ethnicity and Traveller Community Grounds on Employment Equality Acts and Equal Status Acts before the Workplace Relations Commission. It also seeks to test whether the Race Directive as implemented into Irish law is an effective remedy. The Project is being co-ordinated by FLAC working with Project Partner INAR.

Job Description

Key areas of responsibility

The Purpose of the role is to design and secure accreditation for a Skills Development programme for Advocates which will build their capacity to represent claimants on the Race, Ethnicity and Traveller Community Grounds on the Employment Equality Acts and Equal Status Acts before the Workplace Relations Commission. The purpose of the role is to design a training programme which will upskill advocates taking cases before the Workplace Relations Commission.

The Skills Development Co-ordinator will work with Equality Experts from the Project Management team and subcontractors who have expertise in training programme design. The Skills Development Co-ordinator will recruit participants for the programme and plan the programme through blended learning, with programme manuals and webinars which will be available beyond the period of the programme. The Skills Development Co-ordinator will work with a Training Centre/ Institution to obtain accreditation for the programme. The Skills Development Coordinator will seek accreditation for the programme and will undertake the following:

Main Duties and Responsibilities:

1. Working with Equality Experts on the Project Management team and external contractors to develop bespoke accredited skills development programme for Advocates to upskill them and foster better outcomes for claimants before the Workplace Relations Commission;
2. Working with an accredited Training Centre/ Institution to develop Quality Qualifications of Ireland modules on taking an employment equality case to the Workplace Relations Commission with a focus on the Race and Traveller Community Grounds and on taking an Equal Status case to the Workplace Relations Commission with a focus on the Race and Traveller Community Ground;
3. Arranging for the delivery of a 12 day programme over 9 months and ensuring it meets the needs of participants through a blended learning approach;
4. Working with partner INAR and other key stakeholders on the recruitment of suitable participants for the programme;
5. Working with experts on e-learning as a methodology of delivering some element of the programme through the provision of quality webinars and e-learning approaches;
6. Recruiting participants for the training programme and sourcing trainers for the various modules and ensuring that the technology is available to record some module components;
7. Arranging for support for participants with QQI accreditation, assignments, examinations and practicals;
8. Complying with FLAC's Health and Safety policy and procedures.
9. Any other duties as may be required from time to time in connection with this position.

REQUIREMENTS

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

The successful candidate will have:

QUALIFICATIONS

- A degree in Law/Human Rights/Equality Studies/Social Justice or equivalent
- Qualified to practise as a Solicitor or Barrister in Ireland (desirable)
- A certificate in Teaching and Learning or Train the Trainer or Equivalent.

EXPERIENCE

- Experience of working with a Further Education Centre in relation to accreditation
- Experience of developing course modules
- Relevant work experience in the area of Employment Law/Equality Law
- Experience of engaging with an E – Learning Platform
- Experience of delivering training in a Further Education context.

COMPETENCIES

- Strong administration and organisational skills
- Proven problem solving skills
- Excellent interpersonal and communication skills
- Excellent IT skills with competency in Microsoft Office (Word, Excel)
- Ability to work on own initiative

TERMS AND CONDITIONS

This position is offered on a fixed-term contract approximately 2.5 days per week or 10 days per month for 8 months from 1 February 2021.

This Job Description may be adjusted to accommodate requirements of the EU_JUST Rights Equality and Citizenship Programme and FLAC.

SALARY

Salary is commensurate with experience.

HOURS OF WORK

The hours of work for this role will be c. 17.5 hours or 2.5 day week. Hours will be flexible.

TO APPLY

Please send CV and covering letter to recruitment@flac.ie , setting out how you meet the criteria for this position by close of business on 29th January 2021.