



Job Description

Educational Resource Facilitator (Bank Staff)

The Speedwell Trust is a voluntary organisation based at Parkanaur Forest Park, Dungannon. The Trust wishes to appoint a bank of programme staff to deliver its highly regarded good relations and environmental programmes to schools, children and young people across Northern Ireland. Programmes are currently mapped at key stages 1 and 2 and will be delivered from Parkanaur and at school sites across Northern Ireland and the border counties.

Post Title:	Educational Resource Facilitator
Pay:	JNC point 21 (£10.44 per hr).
Hours:	As determined by contract, subject to funding and performance.
Contract:	Temporary.
Location:	Parkanaur Forest Park, Dungannon with travel to other school sites across Northern Ireland and the Border Counties.
Responsible to:	Strategic Development Officer.

Duties/Responsibilities

1. Set programme dates and venues with participating schools on a cross-community basis;
2. Prepare, facilitate and deliver a range of The Speedwell Trust's good relations and environmental education programmes in schools and at Parkanaur;
3. Assist in the monitoring and evaluation of the programme and ensure adherence to quality standards;
4. Work alongside volunteers and other staff (including school staff) to ensure successful delivery of programmes;
5. Proactively participate in training and development opportunities as required to improve the effectiveness of the programmes;
6. Assist in the development of programme materials;
7. Liaise with other facilitators in relevant roles to share information and enhance programmes;
8. Implement the Speedwell Trust's policies and procedures and work to safeguard the welfare of children and young people;
9. Responsible for the administration of programmes including effective record keeping and ensuring that all administrative requirements are met for funding requirements.
10. Any other duties as may reasonably be required by the Strategic Development Officer.

All posts are subject to Access NI checks.



Person Specification

Educational Resource Facilitator (Bank Staff)

Essential Criteria

- Educated to A-Level or above.
- A minimum of 3 years' experience of facilitating children and young people's programmes in a lead role.

Knowledge

1. Experience of delivering workshops to groups of children and young people;
2. Experience of working in cross-community settings;
3. Programme development experience using a variety of methods;
4. Knowledge of good relations and the key stage 1 and 2 curriculum;
5. An ability to work to targets and deadlines;
6. Confident in the use of IT – specifically Microsoft Office (word, excel, outlook), Internet;
7. Be willing and able to travel to various sites across Northern Ireland and the Border Counties;
8. Good administration skills, particularly record keeping;
9. Good oral and written communication skills as demonstrated at interview;
10. Access to a form of transport to fulfil the requirements of the post.

Desirable:

- Recognised qualification in teaching or youth work.

Personal Qualities:

- Willingness to work unsociable hours as necessary to fulfil the requirements of the post;
- A commitment to the aims, objectives and values of The Speedwell Trust;
- Demonstrate a willingness to work as part of a team and to develop as an individual;
- A clear focus on outcomes;
- A willingness to respond effectively when flexibility is needed.

If you wish to discuss the role in more detail, please contact the Strategic Development Officer on 028 87767392.