



Training Co-ordinator for the Inishowen River Guardians Programme

Role Description and Duties

Reports to:	Chairperson & Project Officer
Responsible for:	Co-ordinating the Inishowen River Guardians Training Programme for 2021
Location:	Inishowen area (Home-based)
Remuneration:	€10,140 (plus travel and overheads up to €3500)
Contract:	Part-time, must be self-employed

About Inishowen Rivers Trust

The Trust is a registered environmental charity (charity number 20153106) and Company Limited by Guarantee (Company number 587285). The Trust was founded in 2016 with the aim of working with local communities to conserve, protect, rehabilitate and improve the rivers and natural waterbodies of the Inishowen Municipal District, including adjacent estuarine and coastal areas, for the advancement of environmental protection or improvement for the benefit of the public.

The Trust has pioneered a community focussed approach to water management within Inishowen, including a practical based learning programme that delivers action based projects and develops a strong skillset within the community.

On 9th December 2020, Rethink Ireland announced the recipients of their Innovate Together Fund supported by the Department of Rural and Community Development via the Dormant Accounts Fund and with additional funding raised from Z Zurich Foundation, Oakfield Trust, Medtronic and Twitter. **The Inishowen Rivers Trust are one of the recipients of this award to fund the delivery and expansion of the INISHOWEN RIVER GUARDIANS PROGRAMME 2021.**

We are seeking an enthusiastic, well-organised and self-motivated individual to assist in the co-ordination of the IRG programme for 2021.

About the Candidate

As a Training Co ordinator you will play a vital role in helping to deliver the Inishowen River Guardians Programme for 2021. The training will be focused on developing skillsets for volunteers that will allow us to continue to survey, monitor and restore our rivers and water sources for the benefit of the community and for the protection of the environment. Due to the current Covid-19 restrictions, training will be a blend of online and offline activities.

The ideal candidate shall have:

- Good organisational and planning skills.
- Strong communication, social media and interpersonal skills.
- A track record of working with community groups, liaising with statutory agencies and delivering community projects.
- A good appreciation of environmental matters particularly in relation to rivers and biodiversity. Experience with citizen science programmes desirable.
- Be able to work on their own.
- An awareness of GDPR, health & safety legislation and regulations, including Covid 19 guidance, their implications for the organisation and volunteers, and their application.
- Good I.T. skills (e.g. ECDL), experience of data gathering and analysis.
- Use of a computer and printer, access to word processing & spreadsheet software and access to a good internet connection (an overhead rate is provided). Zoom access will be provided.

The Role

The Training Co-ordinator shall operate under the direction of, and report to, the Project Officer and the Chairperson of the Inishowen Rivers Trust.

Duties

The Training Co-ordinator's duties will include but not be limited to the following:

- Direct reporting to Inishowen Rivers Trust Project Officer and Chairperson
- Assess training needs of IRT volunteers to develop a suite of at least 8 modules including certification options
- Research platforms for delivery of courses online
- Research platforms for volunteer database management & communication
- Contact external facilitators and agree module content
- Liaise with videographer and facilitators re training video content
- Liaise with landowners and statutory agencies regarding outdoor sites and visits
- Develop training guidance notes and training passport

- Recruit volunteers and develop communication plan and website content
- Communicate with Irish Rivers Trusts through the iCatch network
- Design and apply assessment tools to measure training effectiveness
- Track and report on training outcomes
- Evaluate and make recommendations on training material and methodology
- Maintain volunteer training records
- Handle logistics for training activities including arranging venues and refreshments, identifying equipment needs, sourcing equipment
- Identify opportunities for practical projects in liaison with Project Officer
- Assist in the development of a citizen science programme for Inishowen rivers
- Manage training budget and identify opportunities for sustainability

Transport & Driving Licence

The candidate must have their own transport, a full driving licence and their vehicle must be insured for business use in addition to their domestic use.

Hours of Work

This is a flexible contract of approximately 50 days (approximately 8 days per month) and will include attending the training courses at weekends (i.e. outside of office hours). The contract is a fixed value and a payment schedule will be agreed in advance. The successful candidate must ensure they fulfil their own income tax returns and provide a tax clearance access number (TCAN) within a month of starting the role.

Probation

The following probationary provisions shall apply:

- there shall be a period after such appointments take effect during which such persons shall hold the position on probation;
 - such period shall be two months, but the board can, at its discretion, extend such period;
- such persons shall cease to hold the position at the end of such period of probation unless during such period, the board is satisfied with their performance.

How to Apply

Please email a CV (two pages maximum) and a covering letter (two pages maximum) focusing on your relevant experience and what you will bring to the role described above.

Email application to: jobs@inishowenriverstrust.com or inishowenriverstrust@gmail.com

Closing date: Tuesday 26th January 2021 @ 5pm

Interviews (via Zoom): end January 2021

Contract Start Date: early February 2021

Contract End Date: Friday 27th August 2021

This role is funded by Rethink Ireland under their Innovate Together Award 2020, supported by the Department of Rural and Community Development via the Dormant Accounts Fund, and corporate partners including the Z Zurich Foundation, Oakfield Trust, Medtronic and Twitter.



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