

Training Coordinator

About One in Four

One in Four is a leading charity dedicated to ending the trauma of child sexual abuse. We are passionately committed to supporting survivors through life-changing psychotherapy and advocacy services. Our work also extends to influencing policy and legislation to drive societal change. We address all aspects of child sexual abuse, including working with those who have committed sexual offences as part of a core child protection strategy.

Our organisation is client-centred, transparent, and committed to treating all clients and colleagues with dignity and respect. At One in Four, we strive for excellence by meeting the evolving needs of our clients in innovative and evidence-based ways. We maintain a culture of collaboration, accountability, and continuous learning while fostering kindness and creativity within our team.

The Position

Title:	Training Coordinator
Reporting to:	Deputy CEO
Place of Work:	One in Four offices at 35-36 Arran Quay, Dublin 7. Potential hybrid working.
Working Hours:	4 days per week
Nature of post:	18 month contract

Role Summary

We are seeking a dynamic and experienced **Training Coordinator** to design, manage, and promote evidence-based training programmes that expand our impact while generating new revenue streams. This is a pivotal role in advancing One in Four's mission to educate professionals, advocate for survivors, and prevent child sexual abuse through expert-led training initiatives.

The successful candidate will lead the development of existing and new training courses for professionals across various sectors, including legal professionals, social workers, educators, religious communities, and corporate audiences. They will also oversee the implementation of a new CRM system to enhance programme management and evaluation.

Key Responsibilities

Programme Development & Coordination

- Develop and manage a suite of evidence-based training programmes tailored to diverse audiences.
- Coordinate the delivery of existing therapy-focused training courses.
- Design new one or two-day courses for allied professionals and other relevant groups.
- Explore opportunities for short paid workshops or inputs on mental health topics for corporate clients.

Training Delivery

- Deliver training sessions alongside other team members as required.
- Recruit and coordinate internal colleagues and external experts to assist in course delivery when necessary.

Marketing & Promotion

- Collaborate with the team to promote training offerings via One in Four's website, social media channels, and other platforms.
- Develop engaging marketing materials to attract participants from target sectors.

Financial Management

- Develop and manage budgets for training programmes, ensuring cost-effectiveness and profitability
- Monitor and report on financial performance
- Identify opportunities to optimise revenue and reduce costs in training delivery

Monitoring & Evaluation

- Utilise the new CRM system to track participant information, monitor programme outcomes, and generate data-driven insights for improvement.
- Prepare reports on training activities for internal stakeholders and funders.

Stakeholder Engagement

- Build relationships with key stakeholders such as legal professionals, social service agencies, religious organisations, and corporate partners.
- Identify emerging training needs within these sectors to inform future course development.

Person Specification

Essential Skills & Experience

- Proven experience in designing and managing training programmes (preferably in the non-profit or social services sector).

- Strong understanding of child sexual abuse, trauma and issues surrounding child sexual abuse.
- Excellent organisational skills with the ability to manage multiple projects simultaneously.
- Excellent communication skills (both written and verbal) with the ability to engage diverse audiences sensitively on challenging topics.
- Proficiency in CRM systems or other data management tools for monitoring outcomes.
- Demonstrated ability to work collaboratively with internal teams and external stakeholders.

Desirable Skills & Experience

- Experience delivering adult education or professional training courses.
- Knowledge of marketing strategies for promoting educational programmes.
- Familiarity with corporate wellness or mental health initiatives.
- Experience working within the charity or non-profit sector.

Remuneration

A competitive salary range of €50,000 - €55,000, (pro rata for four days) commensurate with experience is offered for the position.

Non-pay related benefits include:

- 25 days annual leave pro rata
- Optional PRSA Pension available
- Continuous professional development

How to Apply

Please send a CV and cover letter outlining your experience and fit for the role to recruitment@oneinfour.ie. Documents should be in Word or PDF format only. Please ensure you include the title of the role in the subject line of the email. The closing date for applications is **Tuesday 25 February 2025 at 5pm.**