

## Role: National Development Officer, Fáilte Isteach

### DESCRIPTION OF THIRD AGE AND FÁILTE ISTEACH:

#### THIRD AGE

The primary target group of the Third Age is older people, and part of the ethos involves a focus on providing information and new ideas that will encourage older people to improve their own lives, and make a positive difference to their communities through their actions.

#### THE FÁILTE ISTEACH PROJECT

Fáilte Isteach, a national project which utilises the skills, talents and commitment of volunteers, was established in October 2006 in response to the challenges experienced by migrants and refugees in Ireland due to their lack of English language skills. This initiative involves predominantly older volunteers welcoming migrants to the community through conversational English classes. Following its inception in Summerhill, Co Meath the project was launched nationally in 2008. To date Fáilte Isteach has opened 198 branches in 26 counties involving over 2500 volunteers tutoring approximately 5500 migrant and refugee learners each week.

**Reporting to:** Third Age Fáilte Isteach Manager

**Start date:** May 2023

**Position:** 40 hours

**Salary:** €40,000

**Location of Position:** Our office is Third Age National Centre, Summerhill, Co. Meath but flexible, remote working is possible and likely. The position will require 2 days on-site [likely Mondays and Tuesdays] for class coordination in **Citywest Transition Hub**. The position will require travel nationwide on occasion.

### Contract Details:

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#### KEY DUTIES & RESPONSIBILITIES

- Initially, the role will require on site coordination and volunteer management of classes in Citywest Transition Hub.
- Support project manager in volunteer management, coordinator management and administration tasks.
- Support groups nationwide in establishing an effective and sustainable Fáilte Isteach branch in their community;
- Deliver induction and training workshops to new tutors;

- Stay informed as to the relevant skills that tutors will require for effective delivery of the Fáilte Isteach project, including additional training;
- Seek regular feedback from tutors and students and develop, enhance and improve the project based on their observations and comments;

The ideal candidate will have:

## QUALIFICATIONS

Third level qualification in Community Development, Social Studies, Education and/or experience in related fields;

## ESSENTIAL SKILLS

- Excellent interpersonal and relationship management skills;
- Open-minded, innovative thinker, who is able to recognise new and better ways of doing things and has the ability to express ideas and to collaborate effectively with multi-disciplinary teams;
- Highly organised, with excellent planning, prioritisation and problem-solving skills;
- Competent in Microsoft packages (Word, Excel, PowerPoint, Publisher) and cloud data management.

## DESIRABLE SKILLS

- A track record of volunteer engagement;
- Experience in community development sector, and within training and research sectors;
- Experience working with International Protection Applicants, migrants and refugees
- An understanding of trauma-informed supports

## ADDITIONAL

- A full clean, driving licence and own means of transport;
- Ability to work flexible hours at certain times of the year.

Interested candidates can send CVs and Cover Letters to [faileisteach@thirdageireland.ie](mailto:faileisteach@thirdageireland.ie) by 5pm on Friday May 19th.

If you wish to discuss the role in further detail, please contact Claire Dalton [cdalton@thirdageireland.ie](mailto:cdalton@thirdageireland.ie)