

## ***Outreach and Training Coordinator (19.5 hours per week).***

### ***Main Function***

To build partnerships with local community and key target groups, *promote and* facilitate volunteer participation in the station and design and deliver training aimed at building the confidence and capacity of volunteers to ensure quality programming.

### ***Key Responsibilities of post***

#### **OUTREACH:**

- Create and foster links with local community groups, schools and other target groups
- Assist with promoting the station in the community and raising visibility.
- Contribute to planning and organising community-focused Station activities.
- help with recruiting and retaining of volunteers

#### **TRAINING:**

- in conjunction with the manager Prepare a comprehensive annual training plan
- Researching, identifying, sourcing and applying for training funding from State agencies, local authorities, European and Irish grants etc.
- Design and-deliver a programme of training aimed at building the confidence and capacity of volunteers to ensure quality programming.
- Deliver one to one training and feedback to volunteers when required
- Induct and coordinate and deliver volunteer training
- Coordinate and facilitate work placements

While all members of staff have individual job descriptions they are required to collaborate with all other staff. S/he may be expected to work in different locations and to undertake other duties from time to time including occasional weekend work.

### ***Essentials skills required for this post***

- A strong working knowledge of broadcasting, radio production and techniques
- Experience of developing, planning and delivering training (with a 'Train the Trainer' qualification or willing to study towards qualification)
- Ability to communicate and work with a diverse range of individuals and organisations
- Strong verbal and written communication skills
- Excellent organisational and problem-solving skills
- Ability to work on own initiative and prioritise own work to meet agreed objective
- Ability to work as part of a team

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