



An Cosán is currently seeking a **Digital Skills Trainer** to join our team. This role requires the provision of a professional level of technical instruction on digital skills to learners as part of a wider An Cosán digital literacy development programme. The trainer will be responsible for supporting the activation and delivery of a learner-centred digital literacy development programme.

This programme focuses on increasing basic digital skills of An Cosán adult learners, as well as service users of our community partners in the Tallaght West area and nationwide.

The Digital Skills Trainer will be responsible for screening new and existing learners for digital literacy skills, providing and/or coordinating instruction, and invigilating the use of our Digital Stepping Stones digital competence assessment tool.

The role may include providing additional device and Internet support for learners to be able to successfully participate in An Cosán adult community education program.

The role will also include providing train-the-trainer instruction on our Digital Stepping Stones assessment tool, Let's Get Digital learning curriculum and the Accenture Skills to Succeed Academy.

Training on Digital Stepping Stones and Skills to Succeed Academy will be provided.

Job Title:	Digital Skills Trainer
Reports to:	Digital Inclusion Coordinator
Contract:	One-year fixed term
Probation:	9 Months
Location:	Tallaght, Co Dublin, but also have the facility to work remotely via the Internet, as needed.

### Key Responsibilities

- As part of the Education team, support the identification of the digital literacy needs of all prospective learners and provide the technology advice and instruction to eliminate barriers and enable learners to effectively participate in An Cosán programs.
- Schedule, manage, and administer digital literacy assessments online, on-site and at other community partnership sites.
- Deliver and manage the digital skills and digital literacy learning outcomes as guided by the Digital Inclusion Co-ordinator.
- Carry out training needs analyses that evaluate learners' level of competence in relevant digital skills to inform digital skills development plans.
- Design, organise and deliver digital skills training programmes in face-to-face, blended, and online settings and with community partners.
- Evaluate the effectiveness of training programmes and learning outcomes ensuring they fulfil the digital literacy/skills needs of the learners.
- Create, manage, and build positive and supportive relationships with learners using the Digital Stepping Stones and other Digital Literacy Curriculum.

- Provide digital literacy support and training to Education team leads and colleagues.
- Provide ad-hoc technical support for learners as needed.
- Providing train-the-trainer instruction on our Digital Stepping Stones assessment tool, Let's Get Digital learning curriculum and the Accenture Skills to Succeed Academy.
- Provide accurate recordkeeping and data to other staff members to meet reporting requirements from funders and other stakeholders.
- Communicate effectively with other staff members and participate in staff team meetings.
- Communicate professionally with stakeholders and participate in stakeholder team meetings.
- Work flexibly and undertake any other tasks and responsibilities as assigned by in support of the overall work of An Cosán, as may be assigned by the line manager

### Essential Skills and Core Competencies

- Strong digital literacy skills and computer knowledge required
- Excellent verbal and written communication skills
- Strong presentations and facilitation skills
- Demonstrable proficiency using Microsoft Office suite of products, Zoom, and other educational technology tools (desirable).
- Has a positive approach and the ability to work effectively with diverse groups of people.
- Ability to develop productive working relationships with stakeholders.
- Have strong attention to detail skills
- Analytical and results orientated
- Innovative problem-solving skills
- Pro-active and passionate about digital literacy and technology
- Ability to organize and juggle multiple tasks, use time effectively, and work independently.
- Passionate about serving adult learners and improving literacy levels in the community.
- Is approachable, friendly, supportive and flexible

### Experience and Knowledge

#### Essential

- Professional qualification in a relevant subject, e.g. computing, learning technologies etc.
- Teaching/training qualification or equivalent relevant experience in teaching.
- Minimum two years' experience in education, training and development, literacy programs, workforce development, and/or community-based non-profits
- Full drivers' licence

#### Desirable

- Experience working with community-based groups and adult learners strongly desired
- Good knowledge of GDPR
- Previous experience with Learning Management Systems and education technology tools

**Application Process:**

Please email the following documents to [jobs@ancosan.ie](mailto:jobs@ancosan.ie) with subject line clearly marked

**Administrator role:**

Cover letter  
Curriculum Vitae

Closing date for applications is 17:00 Monday 23<sup>rd</sup> August 2021

***Salary commensurate with experience and the not-for-profit community education sector***

This role is funded by...

