

Carmichael.

Carmichael is a leading specialist training and support body for nonprofits in Ireland. Our training, support and resources enable our members and partners to be:

- Better informed and equipped to carry out their own remits more effectively;
- Aware of and able to employ best practice for good governance;
- Better networked with and supported by peer organisations;
- More efficient and effectively run so that they are trusted by their funders and supporters.

Our Mission

To work with nonprofit organisations to enhance their governance and effectiveness in delivering their objectives, by using Carmichael's sector knowledge, experience, resources and physical space to help them achieve real and positive change for their beneficiaries.

Our Vision

A society where nonprofit organisations are valued and supported to achieve their goals and positively impact their beneficiaries and communities.

Our Values

Good Governance: We uphold and promote the principles of good governance: integrity, transparency, accountability effectiveness and leadership.

Communities of Practice: We operate as a leader across the sector to build communities of practice spreading knowledge and embedding insights into organisational performance.

Quality: We strive for the highest possible standards of professionalism and expertise in everything we do.

Responsiveness: When organisations contact us, we work with them to meet their needs. We work to understand the needs of nonprofits that contact us and respond with solutions that are practical and tailored to their specific requirements.

JOB DESCRIPTION

Job Title:	Training & Development Officer (Full-time 37.5 hours per week)
Company:	Carmichael
Location:	Carmichael Centre, North Brunswick Street, Dublin 7.
Department:	Training & Consultancy
Place of work:	Mostly remotely, meetings in Dublin 7 once a month and sometimes more often, especially during induction and training period.
Reports to:	Head of Training, Consultancy & Communications.
Hours of work:	37.5 hours per week, 9am-5pm.
Job Purpose:	To contribute to the delivery of the Training & Consultancy strategic objectives, goals and targets as set out in the Carmichael strategic plan, particularly in the areas of Customised work and Social Enterprises.
Key Responsibilities:	<ul style="list-style-type: none">• Business Development & Key Relationship Management with a particular focus to include Social Enterprises.• Identify and develop new market opportunities for training services within the non-profit sector.• Market and promote Carmichael Training & Consultancy Programmes and other services.• Manage Customised Training and Consultancy work, including larger training programmes.• Manage logistics and fee payments for training programmes including liaison with client organisations, trainers and trainees.

	<ul style="list-style-type: none"> • Provide support for the development of funding applications. • Organise and administer training and information events, including print and online materials. • Monitor and evaluate courses and training programmes and prepare reports on same. • Liaise with Head of Training, Consultancy and Communications, and Training Manager on ongoing programmes. • Deliver training on both Customised and Scheduled Programmes. • Provide capacity building support to individual voluntary and community groups. • Keep up to date with developments for and in the non-profit sector, to maintain Carmichael at the cutting edge of services to the sector. • Prepare content for marketing and communications as needed. • Managing Resources content. • Schedule and prepare necessary items for meetings and training courses. • Support team by performing tasks related to the department and organisation. • Undertake any appropriate duties as may be required from time to time.
Requirements:	<u>Essential</u>
	<ul style="list-style-type: none"> • Understanding of Carmichael's Mission, Vision, Values. • Understanding of nonprofit Sector and its needs. • Passionate about nonprofit Sector. • Strong project management skills. • Excellent administration skills with attention to detail and accuracy. • Multi-tasking and time-management skills, with the ability to prioritize tasks. • Confident handling personal information. • Exhibits polite and professional communication via phone, e-mail, and mail. • Must be proficient with Microsoft Office 365 products, especially Outlook, Word, Excel and PowerPoint. • Ability to work independently and as part of a team. • Desire to be proactive and create a positive experience for others. • Familiarity with databases and database management, customer relationship management (CRM) software, e.g. Salesforce.
	<u>Desirable</u>
	<ul style="list-style-type: none"> • Relevant third level qualification or similar experience.
Salary and Benefits:	<p>€41,000 per annum. Option to join company pension scheme with employer matching contribution of up to 5%. Annual Leave 24 days, not including Public Holidays.</p>
Review:	Performance and Job Description Reviewed Regularly.
How to apply:	Please send a CV and short cover letter to andrew@carmichaelireland.ie . Application deadline is 5pm on Thursday 24 th April 2025.