



BACKGROUND

The Irish Red Cross is part of the International Red Cross/Red Crescent organisation. It is the world's largest volunteer humanitarian organisation and operates under the guidance of the 7 Fundamental Principles of the Red Cross. The Irish Red Cross promotes these Principles and provides support, training and emergency help to communities in Ireland and Abroad via its staff of 60 people and 3,500 volunteers.

JOB TITLE

First Aid Instructor

RESPONSIBLE TO

Commercial Manager

SUMMARY OF THE ROLE

The First Aid Instructor position sits within the Commercial Training Department, reporting therefore to the Commercial Manager. This position will assist in the development of strategic and operational goals of the department. The main aim of the role is to support the Commercial team in order to deliver First Aid courses for the Irish Red Cross public and corporate clients.

MAIN TASKS AND RESPONSIBILITIES

- Deliver a variety of courses to nationally agreed standards at a number of venues, within your area of responsibility
- Provide consistently high quality training with a focus on the customers learning experience
- Work independently and as part of a team using own initiative
- Ensure all relevant administration and IT system information is completed and processed as required
- To be responsible for the maintenance & cleanliness of all training resources, in accordance with national standards
- To attend RCT team meetings and development workshops, to maintain up to date knowledge of current legislation and developments in relating to first aid training
- Working hours to include evening and weekends
- To build and develop long term strong relationships with new and existing customers.



Irish Red Cross

- Increase the sales of our multitude of courses.

REQUIRED SKILLS AND EXPERIENCE

- Occupational First Aid Instructor or FAR Instructor (PHECC)
- PHECC CFR-C or CFR-A Instructor
- 1 years instructing experience
- Basic computer skills and ability to access and use online programmes
- Ability to communicate course material in a clear manner
- Ability to teach effectively in an adult learning environment
- Customer service skills and experience
- Access to a phone, internet and email
- Flexibility is required (evenings and weekends)
- Current drivers licence
- Ability to travel (regionally)
- Sales experience preferable but not essential.

DESIRABLE SKILLS AND EXPERIENCE

- Own training equipment is desirable but not essential

APPLICATION DETAILS

Please apply by 10am on the 22nd December 2017, by sending your CV and Cover Letter to fmotherway@redcross.ie, with the subject line: **Instructor Role Leinster Part-time**

CONTRACT TERMS

- Part Time (3 day week) 1 year contract.
- Salary €28,000 pro rata.
- A probation period of 6 months will apply

ROLE LOCATION

Leinster