



# FACILITATOR REGISTER

## 2020-21



NIRWN is committed to delivering high quality activities and training with a wide range of women's groups and communities and is seeking practitioners to assist with the delivery of our programme of work which will include one-off workshops, weekly workshops and longer-term projects.

NIRWN invites experienced, enthusiastic and creative practitioners with a flair for communicating with a wide range of people to register to be part of its database. We are particularly interested in facilitators in the following areas: crafting, cookery, dance, yoga/Pilates, gender justice & feminism, shared history, leadership training, creative writing, singing and visual arts. We are also open to innovative suggestions. We are especially interested in practitioners who have experience in delivering via technology e.g. Zoom, FaceBook Live.

For safeguarding reasons, all applicants must be over 18 years of age.

## ESSENTIAL CRITERIA

### Eligible applicants must:

- Have a minimum of 2 years' experience of designing, implementing and delivering workshops to a range of age groups and abilities
- Have thorough knowledge of Health & Safety and Safeguarding regulations and procedures.
- Have experience in achieving desired outcomes and delivering targets.
- Have experience of monitoring and evaluating projects.
- Be able to demonstrate quality, attention to detail, and the ability to plan their own time and schedule.
- Applicants must have access to a form of transport to enable them to travel to the required locations across Northern Ireland.

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## DESIRABLE SKILLS AND ATTRIBUTES

- Knowledge of community sector across Northern Ireland.
- Experience of administrating funded projects
- Experience of and ability to deliver programmes and activities remotely via technological platforms such as FaceBook Live/Zoom etc

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## TERMS AND CONDITIONS

- Successful applicants must ensure NIRWN's Health & Safety and Safeguarding Policies and procedures are adhered to at all times.
- Successful applicants will adhere to the core values and ethos of NIRWN as a feminist, apolitical, cross community organisation whilst delivering content for the NIRWN
  - Being placed on the facilitators' database does not guarantee any work. Facilitators will be engaged on a freelance basis as and when required and will remain on the list for three years from August 2020-2023 unless they wish to be removed

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## FEES

Fees will be paid at an hourly rate to include preparation time. This will be agreed per project in advance.  
*Mileage will be paid and the cost of materials for workshops will be covered by NIRWN*

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## HOW TO APPLY

Applicants should return the following information:

- A CV of no more than two A4 pages, which includes demonstrable evidence as to how you meet the essential and desirable criteria.
- Which work areas you would like to be added to our register for. We are also keen to hear about new delivery ideas and opportunities for rural women
- Maximum of 5 images or other visual evidence of previous work – this can include video and website links.
- Testimonials from at least two previous clients.
- Geographic area/s you're able to cover

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## ASSESSMENT PROCESS

1. Assessment of applications will be based on the essential and/or desirable criteria.
2. Shortlisted practitioners will be invited to attend an assessment and those who are successful will be placed on the database on receipt of a satisfactory Enhanced Access NI criminal record check.

**All shortlisted practitioners must be available for a conversation with the organisation Director in advance of delivering work on the Network's behalf.**

**Applications should be returned to Louise Coyle, Director by email to [louise@nirwn.org](mailto:louise@nirwn.org) marked Facilitator's Register in the subject line by 10am on Tuesday 4<sup>th</sup> August 2020.**

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## CONTACT DETAILS

Louise Coyle – T: 028 87753389 E: [louise@nirwn.org](mailto:louise@nirwn.org)