

**voluntary action position request**

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| **Nº** |  | **FACILITATOR OF SKILLS / VOCATIONAL TRAINIG**  **Training and Workshops Facilitator** |

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| **Minimum age** | **18** | **Maximum age** | **-** |  | **Men** | **Yes** | **Women** | **Yes** |

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| **Description of volunteer profile** |
| The volunteer can participate in the design, planning, delivery and evaluation of group information and/or professional/skill training sessions for the Employment project participants. Informative sessions provide participants with accurate information about the local labour market, including information on labour market conditions, demand and supply trends, occupational trends and opportunities, skills requirements and links between training and education and careers. Professional/skills training sessions help participants gain employability skills, vocational skills, job-seeking skills and other skills that bring them closer to the labor market and increase their opportunities to access a paid employment.  The group informative/trainings sessions also serve to collect relevant information on participant’s expectations towards employment, their interests and which barriers and concerns they have in relation to their access to the local labour market, which will inform the project’s activities development for them to match the participants’ needs. | |
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| **Competence profile** |
| * Advanced skills to analyze and organize information in a synthesized. adapted and easily understandable way for the specific audience. * Advanced interpersonal skills, along with self-confidence to speak in front of audiences of all sizes * Commitment to updating and maintaining own knowledge of the content of the information/training sessions for the benefit of trainees. * Sensitivity to the active and respectful inclusion of participants in all aspects of their pathway to employment * Compliance to delivery of service following the project’s standards in funding, organizational and legal expectations. * Flexibility to changes in service delivery models, the labour market or participant trends. * Fluent in Ukrainian and Polish language | |
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| **Personal characteristics** |
| * Communication skills: active listening, assertiveness, ability to clearly express/explain any kind of information both individually or in a small group * Other skills: empathy, negotiation, conflict solving, self-organization, teamwork. * Emotional stability to cope adverse situations * Sensitivity towards social, intercultural contexts. * Self-organization and time-management skills. * Willing to assume commitments and responsibilities. | |
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| **Previous training** |
| 4 hours of practical training:   * 2 hours of introduction to the Employment project, its objectives and description of activities * 2 hours on the specifics for running the activity   Training on:   * Dinamization of groups and activities * Teaching skills | |
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| **Relevant experience** |
| Preferably, experience in group training and facilitation, preferably with people at social difficulty.  Recommendable experience working with people at social difficulty. | |

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| **Type**  **Member /volunteer** | **Competence** | **Grade (0-5)** |
| Volunteer | Planning and organizational skills | **4** |
| Volunteer | Team working ability | **4** |
| Volunteer | Communication skills | **5** |
| Volunteer | Emotional management - self-control | **5** |
| Volunteer | Initiative - self-management | **4** |
| Volunteer | Vulnerability awareness | **5** |
| Volunteer | Smart phone skills | **4** |
| Volunteer | Computer skills | **4** |