



# **Application Information Guidance Note**

**Trainer/ Facilitator/ Coordinator/ Research Panel**

## Trainer/ Facilitator/ Coordinator/ Research Panel Application Information

Léargas manage international and national exchange programmes in education, youth and community work, and vocational education and training. These exchanges connect people in different communities and countries and bring an international dimension to the work of organisations across Ireland. We are the National Agency for Erasmus+ in Adult Education, School Education, Vocational Education and Training, Youth and Sport and the European Solidarity Corps (ESC-Volunteering and Solidarity).

We have built a national and international reputation for effectively managing significant levels of funding to support international collaboration and exchange. We have also built a reputation for a friendly and supportive approach to programme applicants and beneficiaries. We deliver a broad range of training, workshops, events, and networking opportunities.

We are seeking experienced people to join our **Trainer/ Facilitator/Coordinator/Research Panel** ( “The Panel”). If you have expertise in training, facilitation, research or project coordination; or if you are a sector/ or thematic expert, we invite you to apply by completing the application form below.

The Panel will be operational to the end of the current Erasmus+ and ESC programme (subject to change at the discretion of Léargas).

- To be selected for the Panel, applicants must demonstrate the necessary experience, competencies and qualifications required to deliver Training and Cooperation Activities /Networking and various other Léargas events see (Appendix 1).
- Detailed information on the competencies can be found here: [SALTO-YOUTH - ETS Competence Model for Trainers](#).
- Interested candidates may apply to be considered for the roles of Trainer/Facilitator, Researchers and Coordinators.
- Those interested can use this application process to apply for inclusion as a facilitator in one or more of the sectors listed in the application form.
- The application form also provides an opportunity for you to provide information on specific thematic areas e.g. ESC, Digital Skills, etc.
- Information on Sectors can be found on the Léargas website [www.leargas.ie](http://www.leargas.ie) where you can also find examples of training and events currently being offered by Léargas.

### The Application Process

- Applications should be made using the [online application form](#).
- Applications submitted on time will be assessed by a Léargas Assessment Board.
- **Essential requirement:** Applicants must be available in person for meetings and to deliver national events for Léargas. Applicants that meet the essential requirement will progress to full assessment of their application. Those who do not meet this requirement will not progress any further.
- Applicants that meet the criteria and the threshold will be assessed further at interview.

## Trainer/ Facilitator/ Coordinator/ Research Panel Application Information

- If a large volume of applications is received only those highest ranked and in order of merit will be called for interview.
- Applicants who successfully pass the Interview Stage will be placed on the Panel.

Those placed on the Panel may be engaged to deliver specific training and events based on their qualifications, experience and competencies, however it is not guaranteed that you will be engaged during the lifetime of the Panel.

### When completing the application form:

- Use the form to assess and declare if you have the required experience, competencies and qualifications for the roles you wish to be considered for.
- Include details and information to support your application.
- Use **Appendix 1 - Assessment Criteria Matrix** to guide your answers.
- Use Appendix 2 to assist in providing information about your subject-matter expertise.
- Where additional information is provided, limit your answer to a maximum of 2000 characters.
- Please put NA in areas not relevant to your application.
- Use this [link online application form](#) to make your application.

### If you are called for interview:

- Refer to Appendix 3 for assistance in relation to SALTO competencies that may be included.
- Use the [SALTO-YOUTH - ETS Competence Model for Trainers](#) for more detailed information on competencies.

**Submit Your Application via the link**

**Queries to:** [acolmer@leargas.ie](mailto:acolmer@leargas.ie)

**Closing Date: 9<sup>th</sup> September 2025 at 11:00PM**

***Thank you for submitting your application for the Léargas Trainer Panel. Your application will be reviewed, and we will be in touch in due course.***

---

**Privacy notice:** We fully respect your right to privacy. Any personal information that you volunteer to Léargas will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Bill 2018 and the General Data Protection Regulation 2016 (EU 2016/680). Any information you provide is used by Léargas only in line with the purpose for which you provided it. Your personal data may also be anonymised and used for statistical purposes.

## Appendix 1 -Assessment Criteria Matrix

	<b>Facilitator (Seminars, Capacity Building, Networking, Programme Knowledge, and Training)</b>	<b>Sector/Thematic Expert</b>	<b>Researcher</b>	<b>Coordinator</b>
<b>Mandatory Experience</b>	Delivering training or facilitating workshops within international or multicultural environments (in formal, informal and non-formal education settings).	Delivering training or facilitating workshops preferably at an international and/or national level.	Research, data analysis in sector-specific, thematic, or priority areas.	Administration, Event and Project Management.
	Designing and organising interactive workshops, training and education programmes ((in formal, informal and non-formal education settings).	Designing and organising interactive workshops, training and education programmes.	Work related Youth, Education, Early Years, Volunteering, NGOs, Further Education and Training, Adult Education, or Irish and International policy developments.	
	Working in one or more of the following sectors: Youth, Education, Early Years Volunteering, NGOs, ADU, Further Education and Training, including Irish and International Policy developments.	Expertise in one or more of the following areas related to sector, theme, or the priorities of ESC and E+ programmes.		
<b>Desirable Experience</b>	Involvement with Léargas projects, whether as a participant, project coordinator or partner (beneficiary), e.g. managing or coordinating Erasmus+ projects, including applying for funding, reporting and ensuring compliance with Erasmus+ guidelines.			Working in Youth, Education, Early Years Volunteering, NGOs, Further Education and Training, including Adult Education or Irish and International Policy developments.
			Designing, organising and facilitating interactive workshops (e.g., focus groups).	Designing, organising and facilitating interactive workshops.

## Trainer/ Facilitator/ Coordinator/ Research Panel Application Information

	Facilitator (Seminars, Capacity Building, Networking, Programme Knowledge, and Training)	Sector/Thematic Expert	Researcher	Coordinator
Competences	Presentation, communication and public speaking skills.	Presentation, communication and public speaking skills.	Presentation, communication and facilitation skills.	Presentation, communication and public speaking skills.
	Use of digital tools and platforms in training and learning contexts. Good knowledge in e-learning or online platforms for virtual or hybrid training.	Use of digital tools and platforms in training and learning contexts. Good knowledge in e-learning or online platforms for virtual or hybrid training.	Relevant IT skills.	Relevant IT skills, e.g. administration, budget/ financial management, etc.
	Ability to work in diverse and International settings, with an understanding of cultural differences and challenges faced by project partners or trainers.	Ability to work in diverse and International settings, with an understanding of cultural differences and challenges faced by project partners or trainers.	Ability to work in diverse and International settings, with an understanding of cultural differences and challenges.	Ability to work in diverse and International settings, with an understanding of differences and challenges faced by project partners or trainers.
	Understanding the framework funding mechanisms and the types of projects Léargas/Erasmus+ supports in Intercultural or International environments.			
	Manage conflicts or challenging environments.	Manage conflicts or challenging environments.	Manage conflicts or challenging environments.	Manage conflicts or challenging environments.
SALTO Competences	Learning to learn	Learning to learn		
	Cooperating successfully in teams	Cooperating successfully in teams		Cooperating successfully in teams
	Communicating meaningfully	Communicating meaningfully	Communicating meaningfully	Communicating meaningfully
	Intercultural competence	Intercultural competence	Intercultural competence	Intercultural competence
	Being civically engaged	Being civically engaged	Being civically engaged	Being civically engaged
	Sustainability consciousness	Sustainability consciousness	Sustainability consciousness	Sustainability consciousness

## Trainer/ Facilitator/ Coordinator/ Research Panel Application Information

	<b>Facilitator (Seminars, Capacity Building, Networking, Programme Knowledge, and Training)</b>	<b>Sector/Thematic Expert</b>	<b>Researcher</b>	<b>Coordinator</b>
<b>Qualifications</b>	Bachelor's or Master's degree (Level 7 NFQ) in a pertinent field, such as Education, Social Sciences, International Relations, European Studies, or a discipline aligned with your area of expertise (e.g., youth work, entrepreneurship, digital skills, equality, diversity and inclusion, intercultural studies).	Bachelor's or Master's degree (Level 7 NFQ) in a pertinent field, such as Education, Social Sciences, International Relations, European Studies, or a discipline aligned with your area of expertise (e.g., youth work, entrepreneurship, digital skills, equality, diversity and inclusion, intercultural studies).	Bachelor's or Master's degree (Level 7 NFQ) in a relevant field, such as Education, Social Sciences, International Relations, European Studies, or a discipline aligned with your area of expertise (e.g., youth work, entrepreneurship, digital skills, equality, diversity and inclusion, intercultural studies), with a focus on research and analysis of sector policies, trends, and developments.	Bachelor's or Master's degree (Level 7 NFQ) in fields related to event coordination or project management.
	Other - with particular reference to certification in delivering training, teaching, etc. such as Train the Trainer Certificate - SALTO.	Other - with particular reference to certification in delivering training, teaching, etc. such as Train the Trainer Certificate - SALTO.	Other	Other - with particular reference to certification in administration, project management, etc.

## **Appendix 2 Guide - providing additional information on subject matter expertise in application form (Salto framework)**

1. Being Civically Engaged
  - ✓ I integrate civic engagement and social responsibility into my training
  - ✓ I facilitate discussions on societal issues and active citizenship
2. Using digital tools and platforms in training
  - ✓ I use digital/visual tools aids throughout learning
  - ✓ I use employ communications before, during and after a training event
3. Ability to work in diverse and international settings
  - ✓ I recognise and understand cultural differences
  - ✓ I am aware of the challenges that international participants may face
  - ✓ I research and prepare to increase my awareness of specific cultural contexts
4. Intercultural Competence
  - ✓ I have experience facilitating intercultural learning
  - ✓ I create an inclusive environment where all cultural perspectives are valued
  - ✓ I address cultural differences and biases in training sessions
5. Being Sustainably Conscious
  - ✓ I reduce waste as much as possible during training
  - ✓ I recyclable materials and reuse materials as much as possible
  - ✓ I encourage participants to engage in sustainability projects

**Appendix 3 Guide - Preparing for questions regarding Salto competences  
during interview**

1. Presentation, communication and public speaking:
  - ✓ I can organise structured content and deliver training with confidence and clarity
  - ✓ I can engage and connect with diverse groups in formal and non-formal settings
2. Learning to Learn
  - ✓ I can learn new skills quickly when needed
  - ✓ I can adapt quickly to new situations
  - ✓ I identify what I have learned and implement in future projects, training, etc.
3. Cooperating successfully in teams
  - ✓ I can collaborate effectively with co-trainers, organisers, and participants
  - ✓ I can navigate and resolve conflicts within a team
  - ✓ I support and motivate others in a training setting
4. Communicating Meaningfully with Others
  - ✓ I adjust my communication style to different groups.
  - ✓ I use active listening and non-verbal communication effectively
  - ✓ I can explain complex topics in a simple and engaging way