

Learning Programme at The Digital Hub
Open Call for tutors and facilitators

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2. Overview – Context

The Digital Hub has been delivering community-based learning programmes since 2003. In that time thousands of people have been inspired and engaged by creative and technical programmes. Focussed on 21st century skill development, the programme operates by facilitating partners deliver content to participants in Dublin 8. With substantial relations established with the formal and non-formal learning sectors, The Digital Hub is looking to expand its offerings.

We are seeking to establish a panel of tutors and facilitators to deliver learning programmes with partners over the next two years.

The Digital Hub is offering an exciting and unique opportunity to individuals with an interest in developing their tutoring and facilitation skills. Working with a broad range of partners in areas such as: AI, VR, AR, electronics, robotics, software coding, music Production, film making, video production, games development, and drones the tutors and facilitators will work with young and older participants delivering learning programmes in our state of the art facilities.

This is a unique opportunity to work within an innovative environment and to engage with a community of innovators and entrepreneurs as well as with the vibrant local community of Dublin 8.

Closing date for Applications is Friday 29th September 2023.

3. What is a Tutor and facilitator panel?

The Digital Hub partners with content and technology providers with existing learning modules. We are seeking to establish a panel of tutors and facilitators who will be trained with partners to deliver their content and technology. The panel will then use the existing learning facilities and equipment to deliver these innovative learning programmes to The Digital Hub local community. Some programmes will involve young people and will require the tutors and facilitators to be Garda vetted and trained in child protection awareness.

4. What is The Digital Hub?

Based in the historic Liberties area of Dublin city centre, The Digital Hub is an enterprise cluster for growing technology companies. Fifty established businesses operate in The Digital Hub. Together these businesses employ over 500 people.

The Digital Hub is the largest cluster of digital media, technology and internet businesses in Ireland, providing a space for indigenous enterprises such as Akara Robotics, Bizimply, Good Travel Software, Kavaleer, Neuromod and patientMpower to scale and grow. Major global companies like Lonely Planet are also based in The Digital Hub, along with industry organisations like the Dublin International Film Festival and PhotoIreland.

Since the project's inception, over 400 companies have progressed through the enterprise cluster at The Digital Hub, generating thousands of skilled jobs. Some well-established alumni

include Amazon, Athena Media, Black Shamrock, Boomerang Pharmaceutical Communications, Distilled Media Group (Daft.ie), eMaint, Etsy, Havok, Houghton Mifflin Harcourt (Riverdeep), Lincor, MTT, Slack, Software AG, Silicon Republic, Square1, Stripe, TIBCO, VSware and Wachsmann.

The Digital Hub is a supportive partner of the local community, by running several learning initiatives for people of all ages. Community learning programmes are run with local partners. For example, The Liber8 Music Project is run with BIMM Institute Dublin. The Digital Hub also works with community groups and organisations such as the Robert Emmet Community Development Project and Pocket Forests amongst others. The Digital Hub is one of three lead partners on the Smart D8 initiative which aims to improve and sustain the health and wellbeing of Dublin 8 citizens through innovation and collaboration.

The Digital Hub Development Agency is the Irish state agency that manages The Digital Hub. The Agency was established by the Irish Government under the Department of the Environment, Climate and Communications.

Relevant link:

<https://www.thedigitalhub.com/programmes/digital-learning/>

5. Scope and Nature of the Learning Programmes

The Digital Hub has a long-established history of delivering high quality learning programmes. The programmes are targeted at multiple age cohorts, from young people to older adults. They are focused on providing basic level skills, which encourage a participants ongoing interest. The programmes are delivered in engaging ways, with an emphasis on hands on learning.

As well as learning outcomes, some of the most important achievements of the programmes is to provide personal growth in confidence and motivation of participants. For younger people that might lead to making choices in formal education or employment. For older people that might support them making life choices and playing a fuller part of a digital world.

The selected tutors and facilitators will be able to take advantage of the collaborative, ecosystem built up around The Digital Hub. With digital technology and content companies, researchers, and organisations, opportunities to develop the community-oriented programming, working with local residents of all ages, school children, community groups and organisations.

6. What the objectives of the Tutor and Facilitator Panel?

The Digital Hub objectives in establishing this panel are:

- To develop a pool of talented and motivated learning tutors to enable the delivery of inspirational learning programmes.
- To develop a pool of effective learning facilitators to execute engaging learning programmes with a wide and diverse range of partners.

- To engage the local community from school students to older residents and provide them with the opportunity to progress in their lives.
- To evaluate uptake and impact of these programmes through surveys and regular meetings between The Digital Hub and local stakeholders and community groups.

7. Tutor and Facilitator Duties and Responsibilities

- Responsibility for the operational project management of learning collaborations with partners;
- Engaging the local population to participate in activities and capturing data to benchmarking impacts;
- Responsibility for the coordination, planning and implementation of learning workshops, events and meetings including events to promote the programmes;
- Monitoring, collection and timely reporting of project outputs, milestones and deliverables to the Management team and associated co-funding agencies;
- Coordinating stakeholders in Dublin 8;
- Attending and engaging in training in order to deliver technical and creative learning content.

8. Person Specification/Qualifications

Candidates must have a recognised qualification and experience in an area related to STEAM (science, technology, engineering, arts and mathematics), learning and education, project management, application of technology or creativity.

Any combination of the above disciplines would be very favourable.

9. Desirable Knowledge and Experience:

- Tutoring and/or facilitation skills working in community settings would be an advantage;
- Experience or strong interest in or knowledge of AI, VR, AR, micro-electronics, software coding, music making, film making, video production, games development;
- S/he/they will work well under pressure and have the ability to work on his/her own initiative.

10. Skills and Competencies:

- S/he/they will be an effective and engaging communicator with the ability to inspire in a positive way;
- S/he/they will have excellent, interpersonal and presentation skills – both written and verbal;
- Excellent analytical skills - can identify a problem/risk and propose solutions to multi-faceted problems (essential);

- Excellent time management skills and highly organized. The ability to meet deadlines while working on multiple projects simultaneously, to priorities tasks and see through to completion (essential);
- Flexible approach – available to work outside normal hours are required on an occasional basis (essential);
- Resourceful / conscientious and self-motivated individual with a ‘can do attitude’ – ability to see tasks through to completion (essential);
- Excellent IT skills including experience with MS Excel, Word, PowerPoint, Outlook and Google Business Suite.

11. Support and Fees

The Digital Hub offers a unique opportunity for tutors and facilitators to work within an innovative startups environment and to engage with a community of innovators and creatives.

The selected tutors and facilitators will receive:

- A hourly fee which will cover training of the selected panel as well as course development, delivery and assessment.
- Selected tutors and facilitators from the panel will be offered opportunities as they arise as we deploy and implement our learning projects throughout the next 24 months.
- Access to learning facilities and equipment.
- Access to a cutting-edge community in the field of innovation and technologies as well as to the vibrant Dublin 8 community.
- Access to networking opportunities with innovators, technologists, creatives and entrepreneurs.

12. Applications Process

Please forward:

- 1) a cover letter outlining how your skills and experience are suited for the role on the panel, and
- 2) a CV no more than two pages in length, which should be submitted on or before **Friday 29th September 2023 at 5pm.**

Shortlisted candidates may be called for interview.

Successful applicants will be chosen by a selection panel established by the Digital Hub Development Agency.

13. Queries

Please email any queries in relation to the Tutor and Facilitator panel to info@thedigitalhub.com before **15th September 2023.**

14. Eligibility

The Digital Hub Development Agency promotes equality, diversity, and inclusion within its sector, as well as its national and local community. It is committed to a policy of equal opportunity and encourage applications from artists in all sectors of society and under all ten grounds as set out in our Equality, Diversity and Inclusion Policy (located in the publications section of our website).

This is in line with our Public Sector Equality and Human Rights Duty to actively promote equality, protect human rights and eliminate discrimination.

If you have a disability or require reasonable accommodations as part of our application process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

15. General Conditions

Late submissions will not be accepted.

All materials submitted should be clearly labelled with the applicant's name and contact details.

The selection panel, whose decision is final, has the right to clarify any issue which may arise in the course of selection.

Applicants may be asked to supply the names and contact details of referees as part of the selection process.

The Digital Hub reserves the right not to award commissions and, in this instance, reserves the right to pursue other selection processes.

Submissions will not be returned.

16. Terms and Conditions

Child and Vulnerable Adults Protection: Selected tutors and facilitators will be required to follow national policy with regard to commissions involving interaction with children, young people and, vulnerable adults and where applicable undergo training in this area, as per national requirements.

The appointed candidates will have to supply an up-to-date tax clearance certificate prior to signing of contract and for the duration of the panel.