The Digital Hub Tutor and Facilitator Open Call

1. Overview – Context

Since 2003, The Digital Hub's programmes have positively impacted the Dublin 8 community, reaching thousands of participants and fostering skills advancement, career growth, and creative expression.

The Digital Hub has consistently delivered community-based learning initiatives, collaborating with a diverse range of partners to equip participants of all ages with 21st-century skills in creative and technical fields.

To build on these efforts, we are expanding our Tutor and Facilitator Panel to deliver innovative learning programmes at The Digital Hub campus. This opportunity is ideal for individuals passionate about tutoring and facilitation in areas such as AI, VR, AR, electronics, robotics, software coding, music production, filmmaking, video production, games development, and technology.

Closing Date for Applications: Friday, April 11, 2025 (COB).

2. Tutor and facilitator panel

The Digital Hub partners with content and technology providers to deliver innovative learning modules. To support these initiatives, we aim to establish a panel of tutors and facilitators who will receive partner-led training to effectively deliver programmes using our state-of-the-art facilities and equipment, primarily serving the Dublin 8 community.

As some programmes will involve working with children, tutors and facilitators must complete Garda vetting in accordance with national safeguarding requirements.

3. About The Digital Hub

Located in the heart of the historic Liberties area of Dublin city centre, The Digital Hub provides high-quality workspace and support to small businesses in the technology and creative sectors, social enterprises, artists, and craftspeople. At present, 56 businesses and organisations are based on The Digital Hub's campus, collectively employing over 600 people.

The Digital Hub is also a supportive partner of its neighbours and the surrounding local community, leading a series of initiatives and projects for people of all ages, abilities and interests. These wide-ranging programmes seek to develop 21st century skills in young and old, demonstrating the potential of digital innovations to transform lives. Programmes include the Smart D8 initiative, which seeks to improve the health and wellbeing of Dublin 8 citizens through collaborative demonstrator projects, Beta, a new international arts and technology festival and technology taster sessions delivered to local primary school children.

Helping to increase economic activity in The Liberties is a crucial part of The Digital Hub's role. A partnership with We Love Markets, for example, brings thousands of people into the area every month for an event focused on local crafts and circularity.

In addition to overseeing and running the campus and its activities, The Digital Hub is also responsible for the careful management of an extensive property portfolio, which includes many buildings representative of Dublin 8's industrial history. Eight of these buildings have already been refurbished and converted into usable spaces.

The Digital Hub Development Agency (DHDA) is the Irish state agency that manages The Digital Hub with a mission to deliver economic and cultural impact to Dublin 8 and beyond. DHDA was established by the Irish Government under the Department of the Environment, Climate and Communications in 2003.

Relevant link : www.thedigitalhub.com/programmes/digital-learning/

4. Scope and Nature of the Learning Programmes

The Digital Hub delivers high-quality learning programmes for all age groups, from children to older adults. These programmes provide foundational skills through engaging, hands-on learning experiences.

Beyond skills development, the programmes foster personal growth, increasing participants' confidence and motivation. For younger participants, this may influence their future education and career choices. For older participants, it can empower them to engage more fully in the digital world.

Selected tutors and facilitators will benefit from The Digital Hub's collaborative ecosystem, which includes technology companies, content creators, researchers, creatives, and community organisations. This environment offers valuable opportunities to develop and deliver community-oriented programmes.

5. Objectives of the Tutor and Facilitator Panel

The Digital Hub aims to:

- Develop a pool of talented tutors to deliver engaging and inspirational learning programmes.
- Build a network of effective facilitators to support these programmes with diverse partners.
- Engage the local community, from school students to older residents, providing them with new learning opportunities.
- Evaluate the uptake and impact of these programmes through surveys and regular meetings with community groups and stakeholders.

6. Tutor and Facilitator Duties and Responsibilities

The selected candidates will:

- Deliver engaging learning programmes.

- Manage learning collaborations with partners.
- Engage with the local population to encourage participation and measure impact.
- Plan, coordinate, and implement learning workshops, events, and promotional activities.
- Monitor and report project milestones and deliverables to management and co-funding agencies.
- Collaborate with stakeholders in Dublin 8.
- Where necessary, participate in training to deliver technical and creative learning content.

7. Person Specification/Qualifications

Candidates must:

- Hold a relevant and recognised qualification in areas such as learning and education, project management, technology application, or creative industries.
- Have relevant experience in one or more of these fields.

8. Essential Knowledge & Experience:

The selected candidates must:

- Have at least two years' experience in tutoring and/or facilitation within community settings.
- Demonstrate strong facilitation and workshop design skills.
- Possess good project management skills.
- Have experience managing relationships with internal and external partners.
- Have a proven track record of delivering multiple projects successfully.
- Have experience of measuring, evaluating and reporting on the success of projects to stakeholders and funders.

9. Desirable Knowledge and Experience:

Candidates with experience or knowledge in AI, VR, AR, microelectronics, software coding, music production, filmmaking, video production, animation, graphic design or game development will have an advantage. Experience working with communities is also beneficial.

10. Skills and Competencies

Candidates must:

- Be engaging communicators, capable of inspiring students.
- Have excellent interpersonal and presentation skills.
- Demonstrate strong analytical and problem-solving skills.
- Manage time effectively and handle multiple projects efficiently.
- Show flexibility and be available for occasional work outside normal hours.

- Be resourceful, self-motivated, and results driven.
- Be proficient in IT tools and digital platforms, including MS Office and Google Workspace.

11. Support and Fees

Selected tutors and facilitators will receive:

- An hourly fee covering training, course development, delivery, and assessment.
- Access to learning facilities and cutting-edge technology.
- Opportunities to engage with Dublin 8's vibrant community and a network of innovators, creatives, and entrepreneurs.

12. Applications Process

To apply, please submit:

1. A cover letter highlighting how your skills and experience align with the role.
2. A CV (maximum two pages).

Your cover letter should include:

- Your interest in becoming a tutor or facilitator.
- The specific tutoring or facilitation skills you possess.
- Whether you have course content available for delivery.
- Any relevant technical or creative skills.

Submission Deadline: Friday, April 11, 2025 (COB).

Shortlisted candidates may be invited for an interview, conducted by a selection panel from the Digital Hub Development Agency.

13. Queries

For inquiries, contact info@thedigitalhub.com before **March 24, 2025 (COB)**.

We welcome applications from individuals of all backgrounds.

14. Eligibility

The Digital Hub Development Agency is committed to equality, diversity, and inclusion. We encourage applications from all sectors of society, ensuring fair opportunities for everyone, in line with our Public Sector Equality and Human Rights Duty.

Applicants with disabilities or those requiring reasonable accommodations should inform us so that appropriate support can be provided.

15. General Conditions

- Late submissions will not be accepted.
- All submitted materials must be clearly labelled with the applicant's name and contact details.
- The selection panel's decision is final.
- The panel may request additional clarification or references.

- The Digital Hub reserves the right not to select any candidates if necessary.

16. Terms and Conditions

Child and Vulnerable Adult Protection: Selected candidates must comply with national safeguarding policies and complete relevant training where applicable.

Tax Compliance: Appointed candidates must provide an up-to-date tax clearance certificate.