

South Dublin County Partnership

TUTOR PANEL INFORMATION

About SDCP Lifelong Learning

South Dublin County Partnership (SDCP) Lifelong Learning provides accessible educational and training opportunities for people in the local community. The team delivers free, practical and skills-based courses designed to help learners build confidence, develop new skills, explore career options and take their next steps towards employment, education or further training.

Courses are designed to be practical, engaging and accessible, with a strong focus on developing skills that learners can use in everyday life, education or the workplace.

Target Groups

Our courses are designed to support people who may experience barriers to education, training or employment, including those who are:

- Unemployed.
- From the Traveller or Roma community.
- Part of a one-parent family.
- A person with a disability.
- Living in an area that is less well off.
- A migrant, refugee or asylum seeker.
- Living on a low income.
- Economically inactive due to caring responsibilities.
- Young people looking for employment or training.

Tutor Panel

SDCP Lifelong Learning is developing a panel of experienced tutors, trainers and skilled professionals who may be available to deliver occasional short courses, workshops and practical skills-based training for young people and adults across South Dublin.

We are particularly interested in tutors and skilled professionals with experience in the following areas:

- Hairdressing & Beauty – hair, nails, brows, skincare, barbering/hairdressing and related skills.
- Retail Skills – customer service, sales, visual merchandising, EPOS/till systems, stock management and related skills.
- Trades & Practical Skills – tiling, plumbing, carpentry, mechanics/automotive and other hands-on trades.
- Personal development for younger people
- Other practical, vocational or employability skills are also welcome.



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Typical Programme Information

- Courses may range from short introductory workshops to multi-week practical courses.
- Programmes may be delivered to young people or adults, depending on learner needs.
- Courses may be delivered in community centres, libraries, training venues or other suitable locations across South Dublin.
- Group sizes will vary depending on the course and learner needs.
- Delivery times and course duration will be agreed in advance for each programme.

Qualifications / Experience

Applicants should have relevant qualifications and/or proven experience in the subject area they intend to teach. A relevant teaching or training qualification is desirable. We are also interested in experienced skilled professionals who have a strong knowledge of their area and an interest in supporting learners to develop practical skills.

Desirable Skills

- Experience delivering training, teaching, workshops or practical skills development.
- Excellent communication and interpersonal skills.
- Confidence working with diverse groups of learners.
- Ability to make learning practical, engaging and accessible.
- Good organisational and administrative skills.
- Reliability and professionalism.
- Passion for helping people develop new skills.

Services Required

- Plan, develop and deliver programmes that respond to the needs and interests of participants.
- Communicate and liaise with the Lifelong Learning Team throughout the development and delivery of the course.
- Source and prepare appropriate course materials and resources.
- Work to an agreed scheme of work and course content where already developed.
- Use appropriate teaching and assessment methods for the learner group and course.
- Maintain accurate attendance records and complete relevant course administration.
- Provide feedback, evaluations or reports as required.
- Carry out any other reasonable duties required to support the successful delivery of the programme.

Payment for Service

SDCP will provide a teaching fee of **€50.00 per hour**. This payment covers time spent planning, preparing and carrying out other duties necessary for the effective delivery of the programme, as agreed with the Lifelong Learning Team.

Tutors will be required to provide an invoice and may be required to provide appropriate tax clearance documentation or confirmation of compliance with tax requirements. Payment arrangements will be agreed as part of the contract for services.



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Important Information

Joining the tutor panel does **not guarantee work**. Tutors may be contacted when suitable opportunities become available, depending on upcoming courses, funding, learner needs and programme requirements. Work will therefore be offered on an occasional, as-needed basis.

Applicants may be required to complete Garda vetting depending on the nature of the course and the learner group.

Application Process

Suitable applicants should send an up-to-date CV and a cover letter (no more than one A4 page) outlining their relevant experience, qualifications, skills and suitability for the tutor panel.

Please include the reference: **LLL Tutor Panel Application**.

CVs and cover letters should be sent by email to:

Lifelonglearningteam@sdcpartnership.ie

Closing date for receipt of applications: **5.00pm, Friday 11th September 2026**.

Note no late applications will be accepted.

Selection Process

Suitable candidates may be invited to an interview or informal discussion to explore their experience, availability and suitability for delivering courses through the SDCC Lifelong Learning Team.

South Dublin County Partnership is an Equal Opportunity Employer.



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