

# Call for Proposals for SICAP Panel of Trainers/Facilitators 2024-2027



Mayo North East LEADER Partnership Company (trading as Mayo North East) exists to advance social, economic, and cultural inclusion. We do this by supporting and empowering individuals and communities, to progress towards reaching their potential with a specific focus on those who are vulnerable and impacted by social exclusion, and by working in partnership with all stakeholders.

Mayo North East is seeking suitable and skilled trainers for our panel of Trainers/Facilitators to be available to deliver training/support to beneficiaries of the Social Inclusion Community Activation Programme (SICAP) in 2024 to 2028. We welcome expressions of interest from suitably qualified candidates whose skills cover these areas and any others not listed below which may support our programme delivery.

## SUPPORTS FOR INDIVIDUALS

- Curriculum vitae workshops and individual consultations
- Preparing jobseekers for interview workshops, including competency based interviews
- Career mentoring and job applications including competency job applications
- Employer based work experience placement programmes
- Computer skills: beginner, intermediate and advanced
- Teaching English as a foreign language
- Retail, hospitality, customer service
- Barista
- Bartending
- Food hygiene
- Safe Pass
- Manual handling
- First aid
- D.I.Y. skills (painting, decorating, use of tools, basic home repairs)
- Horticulture
- Bee keeping
- Floristry
- Willow craft
- Pottery
- Jewellery making
- Health, wellbeing, nutrition, stress/anxiety supports
- Interpersonal skills
- Yoga & Pilates
- Life coaching
- Time management
- Emotional Freedom Technique (EFT) Tapping
- Building self-esteem and confidence, social prescribing
- Leadership training
- Functional literacy and numeracy
- Translators/interpreters/scribe

## SUPPORTS FOR BUSINESS

- Start your own business course (online and classroom based)
- Tax & VAT returns
- Business pricing
- Business accounting (manual and computerised), payroll
- Recruitment skills for employers, human resource management
- Business planning /strategic planning
- Website development and maintenance using Word Press
- Developing a marketing plan, social media, Canva, marketing for small businesses, online retailing
- Photography for social media

## SUPPORTS FOR COMMUNITY GROUPS

- Community development
- Setting up a committee or voluntary board
- Roles and responsibilities of a voluntary board
- Developing a constitution/legal structure for nonprofit organisations
- How to advocate on behalf of your group or community
- Policy development skills
- Financial management for nonprofit organisations
- Recording minutes and maintaining company records
- Succession planning for voluntary boards of management
- Charities governance code
- Data protection and GDPR
- Access to funding and writing grant applications
- Volunteer and staff management/ human resources and employment legislation
- Event planning and management
- Equality training
- Cultural awareness
- Mediation /conflict resolution
- Environmental management, sustainability, and green economy /Just Transition (upcycling/recycling)
- Mentoring for community group and social enterprise development
- Lego workshop facilitation

Where practicable, we would like to develop/co-develop recorded online learning modules that will be available to individuals and community groups accessing SICAP supports, these pre-recorded supports should be available in subtitles/ in sign and other languages.

It is essential that you link your proposal to SICAP target groups and clearly demonstrate your understanding of the needs and training requirements of SICAP target groups and community groups. Please indicate if you offer in person or online supports.

Your proposal should include:

- Curriculum vitae, including two referees
- A copy of the qualification certificate(s)
- Evidence of previous experience
- Detailed training/facilitation proposal(s)
- Tender cost per hour/half day/day
- Tax number/access code
- Professional indemnity insurance

Please note that only value for money submissions will be considered. Proposals should be cognisant of environmental sustainability, any materials should be provided on recycled paper. Mayo North East will provide participants, training rooms, refreshments.

**Mayo North East is not obliged to accept any applications, nor does membership of the panel guarantee work.**

Please email your proposals to: [info@mayonortheast.com](mailto:info@mayonortheast.com) (subject line – SICAP Trainers Database) by 12 noon on Wednesday 12th June 2024.



Rialtas na hÉireann  
Government of Ireland



Arna chomhchistiú ag  
an Aontas Eorpach  
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Comhairle Contae Mhaigh Eo  
Mayo County Council



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