

Dun Laoghaire Community Training Centre: Advocate **(<https://www.activelink.ie/node/115470>)**



Dun Laoghaire Community Training Centre CLG. provides educational and vocational training programmes and support services to early school leavers aged 16-21 years, in Dun Laoghaire Rathdown County. The courses are designed to support learners to develop key life and work skills and to achieve relevant certification necessary for progression into employment, further education, or training.

The Board of Dun Laoghaire Community Training Centre CLG. invites applications from enthusiastic and self-motivated individuals for the position of:

ADVOCATE (Permanent) 35 hours per week

Applicants must possess:

- A recognised degree level qualification or equivalent and significant experience of working with young people in an out of school setting
- The ability to provide guidance to new and emerging learners
- The ability to work effectively with CTC staff, learners, external partners, employers and others as appropriate to support learner progression
- Experience of working as a part of a team and an ability to network, liaise with and work alongside relevant statutory and community agencies
- An ability to be a self-starter and to manage a workload including working across a number of centres
- A knowledge of QQI and the National Framework of Qualifications
- Excellent communication, listening and IT skills
- An understanding of early school leavers, the issues presenting for them and their needs along with the agencies who provide support

Key duties will include the following:

- Provide one to one career path planning with a caseload of learners who attend various Training Centres in the Dun Laoghaire / Rathdown region
- To work as an integral team member of each training centre in which there are clients
- To meet with all learners when they apply to DLCTC and to liaise with relevant agencies and personnel to support each applicant
- To support learners as they progress through the centre and sign post learners to services as needed
- To engage with other agencies, support networks and community forums associated with the post of Advocate.
- To assist learners to find work placements / progression routes
- To participate in the delivery of the QQI Level 4 Work Experience module

Dun Laoghaire CTC offers an excellent package to the successful candidate including, a salary range of €33,254 to €59,330 (starting point will apply as per national guidelines) which, incorporates two long service increments, a contributory pension scheme and training and development opportunities for the successful candidate.

A job description is available on request - Ph.01 2841194 (tel:012841194) or email catherinebell@dlctc.ie (<mailto:catherinebell@dlctc.ie>)

The successful candidate will be appointed subject to receiving the appropriate Garda clearance and satisfactory references. It is desirable that the successful applicant have a clean driving licence and access to a car.

Applications must include a cover letter and CV, which outlines your suitability for the role based on the information provided

in the advert and job description and should be sent by email to catherinebell@dlctc.ie (<mailto:catherinebell@dlctc.ie>).

The closing date for receipt of applications is Friday 23rd May 2025 by 12.00 noon. Late applications will not be considered and canvassing will disqualify.

Dun Laoghaire Community Training Centre CLG. is an equal opportunities employer.



Region

Dun Laoghaire, Co Dublin

Date Entered/Updated

7th May, 2025

Expiry Date

23rd May, 2025

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