

Specialisterne Ireland: Assessment & Support Executive **(<https://www.activelink.ie/node/116031>)**



Location: Dublin-based (travel required)

Working Style: Remote / Hybrid options available

Employment Type: Full-time

Salary range: €37-43,000 - Dependent on experience and qualifications

About Us

At Specialisterne Ireland, we work to build inclusive workplaces by supporting neurodivergent adults (including autistic people, and those with ADHD, dyslexia, dyspraxia and related profiles) in accessing and maintaining meaningful employment.

We provide direct support to jobseekers, consult with employers, and help design neuroinclusive recruitment and workplace processes. Our team is passionate about challenging barriers and empowering all types of thinkers to thrive at work.

About the Role

We are currently seeking an Assessment and Support Executive to join our team. In this role, you will support neurodivergent candidates preparing for employment, internships, or training programmes, and assist employers in understanding and supporting individual needs. These supports are offered to candidates on an online-basis.

You will play a key part in delivering Workplace Needs Assessments, facilitating group support sessions, and contributing to collaborative funded projects with public and private sector partners.

Key Responsibilities

- Conduct skills and employment-readiness assessments with neurodivergent candidates
- Facilitate interview preparation and mock interviews
- Carry out Workplace Needs Assessments and write detailed support reports
- Provide tailored employment support to candidates and their employers
- Facilitate small group sessions with candidates to support skills development and peer learning
- Collaborate on externally funded projects in training, research, and support delivery
- Deliver training and consultation to employer partners
- Build and maintain relationships with business, education, and support stakeholders
- Attend in-person events and meetings, primarily in Dublin and surrounding areas

What We're Looking For

We understand that people take different paths to gain experience. If you meet most but not all of the criteria below, we still encourage you to apply.

- Experience working with neurodivergent individuals
- Relevant qualification in Occupational Therapy, Psychology, Education, Disability Studies, or a related field
- Excellent communication skills – written, verbal, and interpersonal
- Ability to engage effectively with a wide range of stakeholders
- Strong organisational and IT skills
- A full driving licence is beneficial
- Knowledge of recruitment or employment practices is a plus

What We Offer

- A supportive, flexible working environment
- Hybrid/remote working options
- Opportunities for professional development
- A meaningful role with impact and purpose
- A chance to be part of a collaborative, values-driven team

Accessibility and Inclusion

We welcome applications from neurodivergent candidates and people with disabilities. Please let us know if you would like any adjustments during the recruitment process - we're happy to accommodate your needs.

Examples of adjustments we can offer include:

- Extra time or breaks during assessments or interviews
- Providing interview questions in advance
- Scheduling interviews at a time of day that works best for you

If there's anything else that would help you to participate fully, please don't hesitate to let us know.

How to Apply

To apply, please send your CV and a short cover letter outlining your interest in the role to hilary.martin@specialisterne.com (<mailto:hilary.martin@specialisterne.com>).

Closing date: **5th July 2025**.

Website: www.specialisterne.ie (<http://www.specialisterne.ie>)

Specialisterne Ireland CLG is an Equal Opportunities Employer. Charity Number: 20200622



Region

Dublin / Remote / Hybrid

Date Entered/Updated

5th Jun, 2025

Expiry Date

5th Jul, 2025

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