

Dublin South City Partnership: Employment Guidance Officer **(<https://www.activelink.ie/node/116327>)**



Dublin South City Partnership on behalf of the Dublin City Community Local Area Employment Services (DCCLAES) is forming a panel for the position of Employment Guidance Officer.

Dublin City Community Local Area Employment Services (DCCLAES) is a joint venture by Liffey Partnership and Dublin South City Partnership. The LAES is a new service funded by the Department of Social Protection which will be focused primarily on long term unemployed clients furthest from the labour market with barriers to labour market participation. This service forms part of the additional Public Employment Service capacity required to deliver on Pathways to Work 2021 – 2025 strategy.

As part of the **Local Area Employment Services** team, each Employment Guidance Officer (EGO) will provide one-to-one support and guidance to those furthest from the labour market to help them in their progression from unemployment to employment. The role will involve utilising adult guidance techniques to develop and plan individual career progression routes for unemployed clients which indicates concrete actions that need to be taken to secure employment.

The successfully shortlisted candidates will have:

- Minimum of 2 years' experience working in a relevant professional field.
- Must have experience of working directly with adults in a developmental role such as adult guidance, HR, adult education, recruitment sector or related area.
- Must have knowledge and understanding of the factors impacting on unemployed individuals seeking work.
- Must demonstrate an understanding and commitment to social inclusion and adult guidance practices.
- Experience in the use of assistive tools such as aptitude and interest inventories, personal development tools e.g. outcome star, distanced travelled tools or similar.
- Knowledge of apprenticeship opportunities, access and support pathways.
- Understanding of welfare to work financial supports.
- Must have experience of establishing contact and developing referral relationships with key stakeholders e.g. employers, DSP, ETB, HSE, health and wellbeing services and support agencies such as women's aid, disability and migrant support services and other sector stakeholders

Salary range €38,000 -€47,717 starting point depending on experience

APPLICATION PROCESS

Please send

- Detailed Letter of Application
- Curriculum Vitae

by

- email to ulowry@dscp.ie (<mailto:ulowry@dscp.ie>)
or
- post or hand delivered marked Private and Confidential to Una Lowry, Dublin South City Partnership, 3-4 St Agnes Road, Crumlin, Dublin 12
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Closing date for receipt of applications is **5pm Wednesday July 2nd 2025** (no late applications will be accepted) with interviews scheduled to take place on **Wednesday July 9th**

Informal enquires welcome to Una Lowry ulowry@dscp.ie (<mailto:ulowry@dscp.ie>)

Region

Dublin 12

Date Entered/Updated

20th Jun, 2025

Expiry Date

2nd Jul, 2025

Attachment**Size**

Job Specification Employment Guidance Officer
(24).docx

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