



## SICAP - Employment Support Officer

SECAD is seeking to recruit an **Employment Support Officer** to work within our Social Inclusion Community Activation Programme (SICAP) to cover a secondment period of 18 months.

SECAD provides a range of supports across the South and East Cork area under the current Social Inclusion Community Activation Programme 2024-28.

SECAD's employment supports include the delivery of employment related one to one and group supports to disadvantaged groups and individuals in order to support them into training, education, employment or self-employment. As part of this role, supports will be delivered in a range of different settings at various geographic locations across the area.

### Key duties:

- Stakeholder engagement with key agencies (e.g. DEASP, CETB) and community development partners (e.g. FRCs, youth services)
- Active participation on Adult Education networks to improve progression pathways for beneficiaries across the Area (working with employment & training team).
- Apply a 'Workshop' approach across the South Cork area working with our key community partners, with a focus on 4 Local Priority Target Group (LPTG) areas.
- Co-design Workshop themes within the team, for delivery in a consistent way across the Area hubs.
- Delivery of supports at group and one-to-one level to include social welfare guidance, CV preparation, job searching advice and guidance, interview skills, and training opportunities to those who are unemployed as well as those who are under-employed.
- Review personal development and training needs and providing referral and access points as appropriate.
- Evaluate periodically within the Employment Team the levels of access and impact of supports and consider/implement options that would add to the value of the services.
- Record outputs and impact (outcome and positive change) of SICAP beneficiaries.

The role provides a strong peer network whereby you will be working within a SICAP team which includes Employment & Skills training supports, Community & Integration supports, and Wellbeing services.

### **Scope and Target Groups**

The employment support & training team is expected to support an annual caseload of 600 individuals. This involves multi-level interventions provided by different officers across the SICAP programme including employment, enterprise, wellbeing, community integration.

Key target groups include people impacted by educational disadvantage, long term unemployed, youth unemployed, under-employed, low-income families, women returning to work, refugees, International Protection Applicants, people with disabilities, Traveller, heads of one-parent families.

Our Community and Employment teams working across South Cork continue to map training requirements among New Arrivals into 2025 as we continue to receive further arrivals, or as those populations are transferred across the country by IPAS.

New Arrivals resident at accommodation settings in the SECAD Lot under SICAP currently totals circa 2,700. Cork County Council reported a combined figure of New Arrivals of approx. 3,700 in November 2024, indicating New Arrivals in the SECAD SICAP area accounts for 70% of the county population.

SECAD aims to provide necessary services and access to the **whole** community, working with local community and outreach centres for delivery of our employment, skills, and enterprise supports. To support community integration, we are transitioning away from providing services onsite at the Accommodation centre settings back into local community facilities across our six area hubs (Youghal, Midleton, Cobh, Carrigaline, Macroom & Millstreet).

### **The successful candidate will:**

- Have 5+ years in a similar role
- Have a relevant third level or equivalent qualification(s)
- Be able to demonstrate previous relevant work undertaken with specific target groups
- Be motivated to work within a small team and to undertake a variety of tasks as required by the organisation
- Have strong interpersonal, communication and facilitation skills
- Have good report writing skills and strong IT skills
- Have a proven capacity in the use of online monitoring and reporting systems specific to SICAP
- Have a good knowledge of Data Protection requirements
- Have strong administration, analytical and organisational skills
- Have the ability to manage a diverse workload, work on own initiative with good time management skills
- Have an understanding of the principles of social inclusion / rural development
- Be flexible in terms of availability and work location within the South Cork area

### **Terms & Conditions**

**Post:** SICAP employment support officer – 18-month contract (to cover a secondment).

**Reporting to:** Designated SECAD Programme Manager / as designated by the CEO

**Salary:** Salary based on the Development Officer scale depending on experience.

**Transport:** Full and clean driver's licence is required with own means of transport.

## SUBMITTING YOUR APPLICATION

Please submit your Application including an up-to-date CV and cover letter by email to [recruitment@secad.ie](mailto:recruitment@secad.ie) marked 'SICAP Employment Support Officer' by **Wednesday 30 April 2025 at 5pm.**

Shortlisted candidates will be contacted during the week of **12<sup>th</sup> May 2025**.  
Interviews will provisionally take place on 21/22 May 2025 (to be confirmed).  
*SECAD Partnership is an Equal Opportunities Employer*

### About SECAD Partnership

SECAD Partnership CLG (SECAD) is a Local Development Company established in 1995. Our main office is located in Midleton, Co. Cork. SECAD's main development objective is to promote and enable sustainable development through our Rural Development and Social Inclusion programmes. SECAD has a voluntary Board of Directors and a staff team of c. 50 people.

SECAD works with individuals, community and voluntary groups, business, academia and other stakeholders to create a more vibrant, sustainable and inclusive society. SECAD manages a wide range of funds and services including social investment and employment support programmes, implemented on behalf of various Government Departments, State Bodies, the European Commission and the private sector. SECAD currently delivers a number of major programmes along with other smaller schemes and initiatives.

SECAD is delivering the Social Inclusion Community Activation Programme (SICAP 2024-2028) throughout South Cork including the Muscraí Gaeltacht. SECAD is an implementing partner for LEADER 2023-2027 on behalf of the South Cork and West Cork LCDC's. SECAD has vast experience in administering Irish government and European funds, as well as transnational co-operation projects including LEADER / Rural Development Programmes, Social Inclusion Programmes, the Local Area Employment Service (LAES), Rural Social Scheme and Tús (Employment Schemes), INTERREG, Intelligent Energy Europe, Erasmus + and the Programme for Employability Inclusion and Learning (gender equality). SECAD was recently approved funding for WorkAbility (ESF+ 2021-2027) and the Asylum Migration and Integration Fund.

Wild Work is a SECAD initiative with a social ethos. Wild Work supports employment activation, educates and raises awareness of nature and biodiversity and benefits society as a whole. To read more about Wild Work see [www.wildwork.ie](http://www.wildwork.ie)

As a Grant Making Organisation (GMO), SECAD manages community benefit funds throughout Ireland on behalf of various sustainable energy developers, infrastructure providers and others. A key area of expertise is community engagement - developing positive, effective links with communities, supporting them to access and maximise funding and services.

For more information on SECAD see [www.secad.ie](http://www.secad.ie)



**Rialtas na hÉireann**  
Government of Ireland



Arna chomhchistiú ag  
an Aontas Eorpach

Co-funded by the  
European Union



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government supporting communities

The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Union through the European Social Fund Plus