



## Employment officer Job Description

<b>Job Title</b>	Employment Officer
<b>Background &amp; Purpose of Post</b>	<p>Westmeath Community Development (WCD), is the local development company for the county. We administer a range of programmes and support services to individuals and community groups that improves quality of life through the provision of lifelong learning, capacity building and labour market supports.</p> <p>WCD is seeking an Employment officer to provide a range of professional quality employability, labour market, educational and self-employment supports to SICAP target groups and job seekers.</p> <p>This role is funded through the Social Inclusion and Community Activation Programme (SICAP).</p>
<b>Primary Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>○ Carry out extensive career planning with clients, motivating clients, identifying and understanding their needs, connecting with clients to confidently and sensitively encourage long term unemployed individuals towards training, education, employment and self-employment opportunities.</li> <li>○ Deliver quality employability skills training on a one to one and group basis.</li> <li>○ Effectively carry out job readiness assessments, skills/training audits, career planning and personal action plans with clients.</li> <li>○ Create professional quality CV's, support clients with job applications and preparing them for interview.</li> <li>○ Working long term with clients providing after care support upon entering employment and self-employment.</li> <li>○ Liaise and build networks with service users, community groups, local employers, government agencies, DSP, ETB, Intreo and local structures such as RAPID &amp; PPN.</li> <li>○ Support clients considering self-employment with pre-enterprise supports such as business appraisal, BTWEA applications and business mentoring. Providing information, sourcing training/education relevant to their needs.</li> <li>○ Identify specific skills training gaps in local service provision; designing, planning, coordinating, tendering, delivering and evaluating courses whilst promoting and recruiting job seekers to participate on SICAP specific skills training courses.</li> <li>○ Promote and market SICAP services with clients, communities, employers, local networks and service providers.</li> <li>○ Administrative function including, maintain and manage client files and all SICAP related documentation; personal actions plans, CV's, job applications, supports received, training records, data protection forms, evidence of qualifications and accreditation secured.</li> <li>○ Record and report on client/caseload activities and outputs on a strict recording system (IRIS) in a sensitive and confidential manner.</li> <li>○ Work with BOTP's, Refugees and IP applicants through the use of</li> </ul>



	<p>community development principles supporting their integration into local communities.</p> <ul style="list-style-type: none"> <li>○ Support members of our new communities with English language courses and accessing public services such as childcare, health and education.</li> <li>○ Support new community members with their social and cultural integration.</li> </ul>
Qualifications & Experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• Third Level Qualification in Adult Education, Community Development, Social Science or other relevant discipline (level 7+)</li> <li>• A minimum of 2 years' relevant work experience</li> <li>• A good understanding and knowledge of the rights and entitlements of job seekers and employers regarding training, education, labour activation supports, employment and self-employment supports</li> <li>• Good facilitation skills and training experience</li> <li>• Ability to advise, inform, guide, motivate and support job seekers</li> <li>• Excellent communication skills (written &amp; verbal) required with the ability to confidently provide information and guidance to job seekers</li> <li>• Be highly motivated, a self-starter, with the ability to work independently and in a team setting</li> <li>• Strong organisational skills, ability to organise busy and complex workloads</li> <li>• Experience of working in a target-based environment and meeting strict deadlines</li> <li>• Excellent administration &amp; IT skills</li> <li>• Good level of data processing and data entry experience</li> <li>• A full clean driving licence and access to a car for work purposes</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Knowledge and a clear understanding of the services provided under SICAP for job seekers and target groups</li> </ul>



Rialtas na hÉireann  
Government of Ireland



Arna chomhchistiú ag  
an Aontas Eorpach  
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