**Social Inclusion and Community Activation Programme (SICAP)**

**Employment Officers (2 Posts Athlone & Mullingar)**

**Job Description**

The Employment officers will be required to work as members of Westmeath Community Developments Services to the Unemployed Team providing a range of professional quality employability, labour market, educational and self-employment supports to SICAP target groups and job seekers located in Athlone and Mullingar with outreach delivery across the county.

**Requirements for the position: Person Specification**

* The person recruited will have a Third Level or other professional qualification in Adult Education, Community Development, Education or a Social Science discipline or at least 3 years work history in a similar role.
* He/She will be a self-starter, can work independently, and be motivated to work with a large caseload, be willing to work outside their normal practice, have experience of working with job seekers and employers.
* He/She will be self-motivated and able to work independently, have good communication skills and a good understanding of the skills needed to work with job seekers, employers and an understanding of the impact unemployment can have on individuals, families and communities.
* He/She will be expected to have:

1. An understanding and knowledge of the rights and entitlements of job seekers and employers regarding training, education, labour activation supports, employment and self-employment supports.
2. The post requires an in-depth knowledge and a clear understanding of the services provided under SICAP for job seekers and target groups.
3. Must have extensive experience delivering training and working with both job seekers and employers.
4. Ability to work within strict administration systems and a working knowledge of Microsoft applications.
5. Strong inter-personal communication skills and an understanding, respect and empathy for the needs of job seekers
6. Must have excellent organisational skills, planning skills, ability to organise workloads, work to deadlines.
7. Ability to play a number of roles: facilitator, information provider, trainer, administrator, mentor, networker, career guidance officer.
8. Experience and knowledge of National Public Procurement Process desirable.

**Employment Officer Activities:**

The candidate will be required to:

* Liaise and build networks with service users, community groups, local employers, government agencies, DSP, ETB, Intreo and local structures such as RAPID & PPN.
* Engage with employers, carry out research, assess their recruitment/training needs and encourage them to avail of SICAP employer supports, recruiting from SICAP clients skills database
* 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.
* Working with a diverse range of clients, effectively and confidently managing a large caseload taking responsibility for achieving SICAP outcomes.
* Deliver quality employability skills training on a one to one and group basis.
* Effectively carry out job readiness assessments, skills/training audits, career planning and personal action plans with clients
* Create professional quality CV’s, complete job applications on behalf of clients preparing them for interview.
* Working long term with clients providing after care support upon entering employment and self-employment.
* 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.
* 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
* Promote and market SICAP services with clients, communities, employers and local networks and service providers
* 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
* Record and report on client/caseload activities and outputs on a strict recording system (IRIS) in a sensitive and confidential manner.
* He/She must have a current full driver’s license and own means of transport.

**Terms of Appointment**

* The appointment will be on a Fixed Term Contract for an initial period of 6 months including an initial probationary period of three months. Contract renewable 2018 subject to continued provision of SICAP funding.
* The salary will be €36,000 pa.
* Travel and subsistence in accordance with the Public Service rates
* Hours: 35 hours per week, the post will require working outside of normal office hours for which candidates will be compensated through an operational system of ‘time in lieu’.
* Annual Leave of 25 days plus Public and Bank Holidays will apply

**Application:**

**Three copies of completed application form to be sent to the address below quoting reference:**

**REF: Emp Off 2017**

Tricia McKenna

Coordinator Services to the Unemployed

# Westmeath Community Development

Mullingar E.T.I. Ctr

Mullingar Business Park

Mullingar

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**Closing date for applications for position: Friday 10th November at 1 pm 2017.**

**Interviews will be held week commencing Monday 20th November 2017. Positions will be awarded subject to WCD securing SICAP 2018-2022 Funding**