

Job Title	Employment Support Worker: Moving On
Location of Post	NEWKD Office, Listowel, Co. Kerry
Conditions	Salary: POBAL salary scale point 1 Hours: 17 hours per week Contract: One year renewable contract (Subject to ESF funding to June 2020) – 6 month probationary period applies
Reporting Relationship	<i>The Employment Support Worker will report to the Project Co-ordinator, the Moving On Advisory Group and assigned manager of NEWKD.</i>
Project Summary	'Moving On' is an employment programme for women who are looking for work. <i>This project is co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning (PEIL)2014-2020</i> This project provides self-development and employment related training to 144 women over a 3 year period. The training is both unaccredited and accredited, responding to the needs identified by women and employers.
Purpose of the Post	The Employment Support Worker role includes: Supporting women who are looking for work, through individual and group support, training and referrals Liaising with employers across various sectors to identify work vacancies, work experiences and training needs Providing organisational and administrative support to the project
Key Duties and Responsibilities	Supporting women who are looking for work, through individual and group support, training and interagency responses: <ul style="list-style-type: none"> • Assist with the annual recruitment of women onto the programme • Support the project participants through individual and group support and training • Assist with the development of individual learning plans for each participant. Create realistic and accessible pathways for education and employment. • Assist with the organisation of training • Liaise with other agencies to ensure that women have access to the services, progression and self- development opportunities available to them. • Organise delivery of local information days each year in co-operation with project co-ordinator.

	<p>Liaising with employers across various sectors to identify work vacancies, work experiences and training needs</p> <ul style="list-style-type: none"> • Identify employer related training requirements and respond to same in co-operation with the project co-ordinator. • Ensure strategic linkages are developed with local employers to identify and respond to training needs, potential future employment and work experience placements. <p>Providing organisational and administrative support to the project:</p> <ul style="list-style-type: none"> • Provide regular updates/work reports to the project co-ordinator and the advisory group. • Assist with the documentation, organisation and administration duties of the project. <p>Other:</p> <ul style="list-style-type: none"> • Take direction from, and work closely with, the project co-ordinator on a day to day basis, responding to the needs of participants • Maintain professional standards in the delivery of the service. • Carry out other duties set out by management related to the project
<p>Person Specification/ Essential Criteria</p>	<p>Understanding of the issues facing women who are looking for work</p> <p>Minimum of 3 years' experience in a similar or related field</p> <p>Experience in supporting people to find work and working with employers across various sectors</p> <p>A qualification in community development, HR, adult guidance or other related fields</p> <p>Own Car/Full Driving License</p> <p>Flexibility in responding to the needs of participants and employers</p>

<p>Person Specification/ Desirable Criteria</p>	<p>Knowledge & experience: The ideal candidate will have:</p> <ul style="list-style-type: none"> • A strong understanding of the barriers to employment particularly for women • Experience in a similar project • Experience in Information Management Systems • Strong inter-agency working • Knowledge of relevant local statutory, community and voluntary organisations • Knowledge of employment trends and local skills deficits <p>Skills: The ideal candidate will demonstrate strengths in the following areas:</p> <ul style="list-style-type: none"> • Communication and presentation • Report writing • Administration/ IT • Facilitation and training • Motivation/One to One support • Ability to work on their own initiative as well as part of a team • Innovation <p>Attitude:</p> <ul style="list-style-type: none"> • Empathy and understanding • Demonstrate a positive interest in, and commitment towards, the project and all those involved with it. • To foster positive working relationships with participants, colleagues, employers, agencies and local businesses • Flexibility in responding to the needs of women and employers
<p>Notes</p>	<p>The post is subject to appropriate Garda Clearance. <i>If candidates are called for interview, and have worked abroad, a valid Garda clearance from the country/countries you have worked in must be brought to interview</i></p> <p><i>A panel may be created from this recruitment process</i></p>

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