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## SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG

### Job Description

### Employment Facilitators \* 2

### Workability – Inclusive Pathways to Employment Programme

#### ***About the Workability – Inclusive Pathways to Employment Programme 2024 - 2028***

South Kerry Development Partnership CLG has recently secured funding from the Dept. of Social Protection to implement the *Workability – Inclusive Pathways to Employment Programme*. The Workability: Inclusive Pathways to Employment Programme is a new employment focused programme which aims to support people with disabilities aged 16 and over who are currently not work ready and/or are distant from the labour market to enter education and employment. Its primary purpose is to provide people with disabilities with the opportunity to gain and sustain employment/self-employment or to access education and training to improve their employment prospects. The programme will run for a period of 5 years until 31st December 2028.

#### **South Kerry Development Partnership now have a vacancy for two Employment facilitators to deliver the Workability Programme in the South Kerry Area.**

The Employment facilitators will be employed by South Kerry Development Partnership under the Workability – Inclusive Pathways to Employment Programme. The successful candidates will support clients (People with disabilities aged 16 or over) in improving their employment prospects and help employers build capacity to recruit, retain and progress people with disabilities within their workforce. SKDP is now looking to recruit full time or part time Workability Employment Specialists.

#### ***Job Description***

- i. **Character** - candidates must be of good character.
- ii. **Education, Training, Experience, etc.**
  - ❑ Ideally the person will have a relevant third level qualification in Adult Guidance, Human Resources, Social Care, Social Sciences, Disability Studies, Occupational Therapy or related field, or equivalent years of professional experience
  - ❑ Prior experience of working with clients with a disability is essential.
  - ❑ Proven track record of coaching/motivating on a one-to-one basis
  - ❑ Previous experience in employment supports, including CV preparation and interview techniques would be desirable
  - ❑ Good knowledge of employment and equality legislation. Strong understanding of services and supports available to people living with a disability. Good local knowledge of the labour market and local private enterprise as well as local and regional authorities.
  - ❑ Fluency in English both written & oral

- ❑ Excellent inter-personal Skills – A Positive, emphatic, innovative and resourceful individual with proven ability to empower, motivate and coach individuals.
- ❑ Excellent Communication skills, including an ability to draft CV's and reports as well as the ability to effectively sell and market the service to clients and employers
- ❑ Proven capacity to work flexibly and on own initiative as well as part of a team. Strong administration, time management and organisational skills.
- ❑ Strong ICT skills to deliver the requirements of the role
- ❑ Ability to develop positive working relationships with a range of stakeholders
- ❑ Full Clean Driving Licence with access to a car.
- ❑ Consent to be garda vetted.

### ***iii. Main Duties***

- ❑ Recruit an agreed case load of programme participants per annum.
- ❑ Establish a rapport with the client and develop a positive working relationship.
- ❑ Collaborate and work closely with other programmes within SKDP (Including TÚS, SICAP, LAES, Kerry Social Farming & the School Leavers Programme) to identify potential clients and ensure an effective referral process for these clients to the Workability programme.
- ❑ Conduct an individual assessment and meetings with the client and other stakeholders to determine the client's employment aspirations, experiences, abilities, skills, and potential obstacles to employment.
- ❑ Work with each participant to agree an Action Plan to help them gain and sustain paid employment, including helping with their job search, CV production, interview techniques and career development
- ❑ Liaise & engaging with employers, CE scheme supervisors and TÚS/RSS supervisors to secure work experience and targeted volunteer roles in community projects to build the participants experience and life skills.
- ❑ Identify training and other additional support needs of individual programme participants
- ❑ Work collaboratively with Employment Services within SKDP and other relevant organisations, identify and develop a network of employer partners to provide progressive and sustainable pathways into employment for workability programme participants
- ❑ Use person-centred approaches that support participants identify and follow progression pathways into employment based on both their needs and their potential
- ❑ Provide on the job support to programme participants to assist in sustaining employment
- ❑ Promote collaboration among service providers and stakeholders, to increase employment outcomes and career progression opportunities in a coordinated manner
- ❑ Proactively engage and work with employers in South Kerry to both identify and retain employment opportunities for programme participants
- ❑ Raise awareness for the WorkAbility programme with Employers and other stakeholders. Promote the programme and its client's abilities to potential employers
- ❑ Offer education and support to employers, as agreed with the individual, to help support job retention
- ❑ Assess individual support needs relating to employment which might typically include help with benefits, travel to work, graded return to work or adjustments at work
- ❑ Participate in quality assurance reviews and programme evaluation and support with the implementation of recommendations
- ❑ Complete documentation in line with programme/funder requirements and maintain accurate and up to date data records both paper based, and electronic format as required.

- ❑ Report on a regular basis regarding client's progress
- ❑ Ensure that all work is carried out within agreed budgets.
- ❑ Participate in training & development programmes where necessary
- ❑ Maintain high professional standards
- ❑ Ensure that all information relating to Workability programme participants, their families, staff colleagues, employers, or potential employers, is treated in a thoroughly professional manner in accordance with the principles of confidentiality, data protection legislation and Freedom of Information.
- ❑ Carry out any other functions relevant to the position from time to time as assigned by your line manager.

The above duties and responsibilities are not intended to be a complete list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

### ***Posts Location***

The posts will be work-based at the Partnerships Offices at West Main Street in Cahersiveen/ Library Place Killorglin/ 21 Henry Street Kenmare /37 High Street Killarney Co. Kerry. The Employment facilitators will be required to travel throughout the South Kerry area. The successful candidates may apply for a Hybrid method of working upon successful completion of the probationary period.

### ***Employment Administration and Responsibility***

The payment of salary, travel & subsistence, and other matters relating to the financial administration of the post will be the responsibility of the South Kerry Development Partnership CLG.

### ***Reporting To***

The Employment Facilitators will report to the RSS/TÚS Manager.

### ***Particulars of Employment***

The Employment Facilitators will be employed by South Kerry Development Partnership CLG on either a full time (37.5 Hours Per Week) or part time (19 Hours Per Week) fixed term contract basis. The contract period will run to December 31st 2028. A probationary period of 6 months will apply.

**Salary:** - The salary for the position (based on full time hours – with pro rata arrangements applying for part -time hours) will be the Partnership Project Officer Grade - €32,182 - €43,254 per annum with start point dependent upon qualifications & experience.

**Pension:** - Upon successful completion of the probationary period, the Employment Facilitators will be eligible to enrol in the company's voluntary pension scheme. For members of the scheme, SKDP will make employers pension contributions of 10% of the gross salary of the participating staff member. The Employment Facilitators will be required to make a minimum 5% contribution.

**Traveling & Subsistence Expenses:** - Travel & subsistence expenses will be paid at approved Partnership rates.

## **Selection**

- i. Selection shall be by means of competition based upon interview.
- ii. A panel will be formed on the basis of such interview.
- iii. Candidates may be short-listed on the basis of relevant qualifications and experience as set out in their application. The candidates short-listed will be invited to attend for interview. South Kerry Development Partnership CLG will not be responsible for any expenses incurred by candidates in attending for interview.
- iv. The Board of South Kerry Development Partnership CLG shall require persons to whom appointments are offered to take up such appointment within a period of not more than one month.
- v. Appointment to the role is subject to the candidate's eligibility to work in Ireland.

*South Kerry Development Partnership CLG is an equal opportunities employer which welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.*

***The Workability: Inclusive Pathways to Employment Programme is co-financed by the European Social Fund Plus (ESF+) under Employment, Inclusion, Skills and Training Programme (EIST) 2021-2027 and the Department of Social Protection.***