



SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG

Wishes to recruit a

FACILITATOR - SCHOOL LEAVER PROGRAMME

The School Leaver Programme is aimed at young adults with disabilities who have recently completed their second-level education in Kerry and will focus on the participants education, personal development, voluntary work experience and integration into the local community. The programme may be offered on a full-time or part-time capacity to participants based on a person centred approach in meeting the needs of people with disabilities. The programme's sustainability is underpinned by the dedication of voluntary host farmers, community and voluntary groups, employers and the support provided by SKDP School Leaver Programme team and wider SKDP programme staff.

Job Description

Education, Training, Experience, etc.

- A relevant third level qualification in social care, social sciences, disability studies, occupational therapy or related field, or equivalent years of professional experience.
- Prior experience of working with individuals with a disability or previous social care experience.
- Experience of developing and implementing Person Centred Plan (PCP) and personalised care and support plans.
- Understanding of HSE School Leaver process and knowledge of New Directions.
- Understanding of issues around disability, social care needs and HSE new direction policy on working with people with disabilities.
- Knowledge of agriculture/general farm work and experience in dealing with farmers.
- Knowledge and experience of working with community and sporting groups.
- Knowledge and experience of working with employers.
- An understanding of community rural development principles.
- Ability to coordinate logistics and manage multiple tasks efficiently.
- Excellent communication & inter-personal skills.
- Computer literacy and excellent report writing skills.
- Full clean driving licence with access to own transport.

Duties

The Facilitator will provide one to one guidance to participants on the School Leaver Programme. This will involve developing and implementing personal plans for each participant on the programme.

In addition, the role will involve ensuring the well-being of both participants and voluntary host farmers, community group representatives and employers, co-ordinating logistics, maintaining safety standards, and supporting the personal development plans of participants.

The Facilitator will have particular responsibility for the following duties:

- Providing day to day support to participants on implementing their Person-Centred Plan.
- Promoting the School Leavers Programme and encouraging farmers, community group representatives, employers, employees etc. to provide voluntary work experience opportunities to participants on the programme.
- Apply person centred approach to ensure that participants have an ongoing input into the social activities, education, work, etc.
- The facilitator will tailor the activities to meet participant's needs at all times.
- Set work schedules and deliver on actions & targets.
- To identify new voluntary work experience opportunities.
- Develop a system of recording and monitoring participants progress in collaboration with host farmers, voluntary groups and employers in accordance with best practice.
- To liaise closely with statutory and non-statutory organisations and agencies to ensure the effective implementation of the programme in Kerry.
- Establish effective working relationships with other SKDP Programmes – in particular TÚS, RSS, Workability and SICAP, to ensure holistic supports are delivered to the participants.
- To be aware of initiatives both local and national that may influence and inform practice.
- To attend meetings and report on the School Leavers Programme and attend other SKDP Working Groups as required.
- To maintain proper project files for all School Leaver Programme actions in line with requirements & administrative procedures of SKDP.
- To facilitate monitoring and reporting by collecting, collating & recording required data against School Leaver Programme indicators.
- To provide written reports to the SKDP RSS/TÚS Programme Manager & CEO on the implementation and outcome of the School Leaver Programme.
- Responsibility for the recording and tracking of funding to implement initiatives.
- To adhere to relevant deadlines and reporting mechanisms for School Leaver actions.
- Any other duties assigned by the RSS & TÚS Manager and the CEO as required.
- The facilitator will work closely with the RSS and TÚS supervisors in the provision of voluntary work experience with a view to progressing on to the RSS & TÚS schemes.

Post Location: The post will be work-based at the SKDP Offices at Library place, Killorglin, Co. Kerry.

Employment Administration and Responsibility: The payment of salary, pension, 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 School Leavers facilitator will report to Joseph McCrohan Manager KSF, SLP, RSS TÚS and Workability.

Particulars of Employment: The Facilitator will be employed by South Kerry Development Partnership CLG on a part-time (22.5 hours per week) fixed term contract basis. The contract period will run until December 2025.

Salary: The salary scale for the position is €19,309 to €25,952 per annum for a 22.5 hour week, with start point dependant on qualifications & experience.

Travelling & Subsistence Expenses: Any travel undertaken by the Facilitator will be paid at approved Partnership rates.

Pension: Upon successful completion of the probationary period, the successful candidate will be eligible to enrol in the company's voluntary pension scheme.

Selection:

- i. Selection shall be by means of competition based 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.
- vi. Garda vetting will be a requirement for this role.

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.

South Kerry Development Partnership CLG acknowledges the assistance of the Health Service Executive (HSE) in supporting this post.