

South Dublin County Partnership

Workability Employment Specialist - Fixed term contract to 31 December 2028

South Dublin County Partnership (SDC Partnership) is a Local Development Company primarily funded by the Irish Government to bring together local communities and state agencies to tackle the problems of unemployment and social exclusion. SDC Partnership has circa 100 employees, we operate in 12 locations across the South Dublin County area and are also responsible for circa 300 placement/ support staff. We develop projects and services to support sustainable and vibrant communities where people can realise their potential and experience a high quality of life. The focus of our activities is on areas where people experience disadvantage and our programmes of work are organised across key thematic areas: Community Development, Enterprise and Employment, Lifelong Learning, Children & Families and Health and Well Being.

SDC Partnership has recently been awarded funding to deliver 2 Workability Projects in South Dublin. The WorkAbility: Inclusive Pathways to Employment Programme is a new programme co-financed by the EU Employment, Inclusion, Skills, and Training Programme (EIST) and the Department of Social Protection (DSP). The aim of the WorkAbility Programme is to ensure people with disabilities are fully supported to find and maintain employment and organisations which employ programme participants are supported to ensure that their employment is successful. The Programme will support people with disabilities aged 16 years and over who are currently not work ready and/or are distant from the labour market to gain access to employment.

The Objectives of the Programme are:

1. To improve the employment prospects of people with disabilities who are currently distant from the labour market.
2. To build the capacity of employers to recruit, retain and progress people with disabilities within their workforce.
3. To facilitate new partnerships amongst stakeholders (people with disabilities, disability services, employment services and employers) and new approaches to providing employment supports to people with disabilities.

To support the delivery of the new Workability Programme in South Dublin County, SDC Partnership wishes to recruit **2 x Workability Employment Specialists** (one Clondalkin Based and one Tallaght Based), these new posts will report to the Senior Manager – Enterprise and Employment

Job Purpose

To support people with disabilities access employment including self-employment through engagement with the South Dublin County Workability Programme

Main Responsibilities:

Service Delivery

- Recruit an agreed case load of programme participants per annum.
- 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.
- Identify training and other additional support needs of individual programme participants.



Tackling poverty
and social exclusion

SDC South Dublin County Partnership
CLG is registered under Company
Reg No. 520670. CHY20825 / 20082949

Directors

Padraig Rehill
Lynn Broderick
John Curran
Mary Doyle
Betty Tyrrell Collard
Mick Duff
Leon Diop

Sinead Mahon
Emma Murphy
Charlie O'Connor
Guss O'Connell
Baby Pereppadan
Joe Rynn

Company Secretary: Tricia Nolan

- Work collaboratively with Employment Services within SDC Partnership, 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 transitional 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 Dublin County to retain employment opportunities for programme participants.
- Raise awareness for the WorkAbility programme within South Dublin County with Employers and other stakeholders.
- Offer education and support to employers, as agreed with the individual, which may include negotiating adjustments, agreeing a return to work strategy or providing on-going contact with the employer 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.

Assuring Quality

- Work to continuously improve programme outcomes and quality of service.
- Participate in quality assurance reviews and programme evaluation and support with the implementation of recommendations.
- Ensure participants and their supporters are aware of South Dublin County Partnership's feedback mechanism and complaints procedures and proactively seek feedback regarding the service and user experience.

Administration and reporting

- Ensure all programme activities and supports delivered are recorded on SDC Partnership's CRM system.
- 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.
- Ensure that all work is carried out within agreed budgets.
- Co-operate with external monitoring and quality management reviews and implement recommendations.
- 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.
- The Workability Employment specialist is expected to comply with the appropriate Code(s) of Conduct associated with this post.

Health & Safety

- Adhere to safety, health and welfare at policies and procedures and all relevant legislation.

Person Specification

- Hold a third level qualification in relevant area, or equivalent career experience.
- Have experience of working with people with disabilities, or similar groups and show a passion for making a difference to peoples' lives.

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- Understand relevant disability and employment policy and legislation.
- Show empathy and sensitivity towards programme participant needs and empower them to succeed.
- Deliver innovative approaches to reaching solutions and solving problems.
- Demonstrate a track record of working with people on a one-to-one basis, offering motivation and support through coaching and active listening.
- Have a proven ability to build good relationships with a range of different people, from employers to programme participants.
- Be organised and efficient in your work and be able to prioritise and manage multiple tasks.
- Demonstrate that you can deliver agreed programme targets and outcomes while delivering a high quality personalised service to each programme participant.
- Possess strong administration, report writing and IT skills,
- Be flexible and adapt quickly and efficiently to a changing work environment.
- Enjoy working collaboratively in a team focused work environment.

Remuneration Package & Benefits:

- Salary offered will be based on the successful individual's qualification and experience.
- Excellent pension of 10% employer's contribution after successful probation period.
- Access to low-cost HSF private health insurance.
- 35 Hour per week (full time).
- Access to Employee Assistance Programme and Learning and Development supports.

Application Process:

By Post: Applications marked **Workability Employment Specialist Job Ref: 119/2023**

Please include a cover letter (1page max.) outlining your relevant experience / suitability for this position along with an up-to-date CV (no more than 2 pages) and an application form including details of referees. Referees will not be contacted without prior permission, and to be sent to:

Administration & Operations Department, South Dublin County Partnership, Unit D1, Nangor Road Business Park, Nangor Road, Dublin 12. Or by email to jobs@sdcpartnership.ie – subject box to be marked **Workability Employment Specialist Ref. 119/2023**

Closing date for receipt of applications is 5.00 p.m. Friday 2nd February 2024

- South Dublin County Partnership is an Equal Opportunities Employer.
- No late applications will be accepted, and canvassing will lead to disqualification.
- Any offer will be subject to satisfactory references and verification of qualifications.
- This position requires a full clean driving license and access to own transport.
- Garda vetting will apply.

South Dublin County Partnership is an Equal Opportunities Employer and welcomes applicants from a diversity of backgrounds.



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach
Co-funded by the
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