

## South Dublin County Partnership

### WorkAbility: Inclusive Pathways to Employment Programme

#### Workability Employment Specialist

South Dublin County Partnership (SDC Partnership) is a well-established and currently expanding 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.

SDC Partnership has been awarded funding to deliver 2 Workability Projects in South Dublin. The WorkAbility: Inclusive Pathways to Employment Programme is a 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 organization's 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 labor market to gain access to employment.

To support the delivery of the Workability Programme in South Dublin County, SDC Partnership wishes to recruit a Workability Employment Specialist.

#### Job Purpose

The post holder will report to the Workability Programme Co Ordinator and is required to support people with disabilities with access to 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.
- Work with each participant to agree an Action Plan to help them gain and sustain paid employment.
- Identify training and other additional support needs of individual Programme participants.
- Work collaboratively with Employment Services within SDC Partnership, identify and develop a network of employer partners to provide sustainable pathways into employment for Programme participants.
- Use person-centered approaches that support participants.
- 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.



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

Company Secretary - Mick Duff

- 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.

#### 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.

#### Health & Safety

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

#### Learning and Development

As required attend continuous training/upskilling and events that are in line with the Workability service.

#### Person Specification

- Hold a third level qualification in relevant area, or equivalent career experience.
- Full clean driving license and access to a car is **essential** for this role.
- Have experience of working with people with disabilities, or similar groups and show a passion for making a difference to peoples' lives.
- Have a, understanding of social exclusion and be able to work effectively with marginalized groups.
- Resilience is required along with empathy and sensitivity when dealing with individuals regarding their needs and life circumstances.
- 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.
- 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.
- Knowledge of trauma informed practice would be advantageous.

#### Remuneration Package & Benefits:

- Starting salary €40k to €44k depending on level of relevant experience and qualifications, incremental salary scale applies to this role.



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- Access to low-cost health fund (HSF).
- 35 Hour per week (full time).
- Access to Employee Assistance Programme and Learning and Development supports.
- Role is based at the WorkAbility office in Clondalkin village, but travel across South Dublin County is a requirement of the role, mileage is reimbursed at agreed company mileage rates.

Fixed term contract to 31 December 2028

### **Application Process:**

**By Post:** Applications marked **Workability Employment Specialist Job Ref: 208/2025**

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) including details of 2 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](mailto:jobs@sdcpartnership.ie) – subject box to be marked:**

**Workability Employment Specialist Ref: 208/2025**

**Closing date for receipt of applications is 12 noon 4 December.**

- 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  
European Union



government supporting communities



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