

Bray & North Wicklow Area Partnership – IMPACT WorkAbility: Inclusive Pathways to Employment Programme.

Post: Employment Facilitator – IMPACT WorkAbility: Inclusive Pathways to Employment Programme.

Location: Bray and North Environs.

Reporting To: IMPACT WorkAbility Programme Coordinator

Organisation: Bray & North Wicklow Area Partnership

Contract Type: Two positions available:

- **One Fixed-term contract of 28-35 hours per week.** The exact weekly hours will be agreed upon with the successful candidate.
- **One Fixed-term contract position involving 21 hours per week.**

Salary Scale: The salary for both positions will be pro rata based on a full-time salary of €34,699 per annum.

The standard hours of work are from 9am- 5pm per day (on site). Given the nature of the position it might be necessary to work outside the standard hours and flexibility will be required in this regard.

Main Job Function:

- The Employment Facilitator is responsible for supporting individuals with disabilities to access and sustain meaningful employment /self-employment and training opportunities, through the IMPACT WorkAbility: Inclusive Pathway to Employment Programme, in Bray and North Wicklow.
- This role involves direct work with participants, engagement with employers, and collaboration with local community services.
- The facilitator helps remove barriers to employment opportunities and promotes inclusive practices within the workplace.

Key Responsibilities:

1. Participant Engagement and Support:

- Recruit target group individuals to participate in IMPACT WorkAbility: Inclusive Pathways to Employment Programme.

- Conduct individual assessments to identify employment goals, skills, barriers, and support needs of target group.
- Develop and implement tailored Individual Action Plans in line with participant aspirations
- Provide and develop employment/ self-employment focused training and job preparation supports such as CV development, interview skills, workplace communication, and confidence building.
- Provide one-to-one and group-based employment support sessions.
- Assist with job searches, applications, and interview preparation.
- Offer on-the-job coaching and retention support as needed.
- Organise training programmes and interventions to enable target group individuals to build capacity and acquire particular skills and certification relevant for employment opportunities in the labour market.
- Other appropriate duties as may be assigned during the operational period.

2. Employer Engagement:

- Build strong relationships with local employers and advocate for inclusive hiring practices.
- Identify appropriate job opportunities that match participants' skills and interests.
- Liaise with employers to arrange work placements, internships, or direct employment.
- Provide disability awareness and reasonable accommodation guidance to employers.

4. Administration & Reporting:

- Prepare information, data and other details on the supports and services provided, including outputs registered for recording on CRM systems or other management devices and with respect to reporting requirements.
- Maintain accurate records of participant progress, employer contacts, and placement outcomes.
- Complete required documentation in line with GDPR and Bray & North Wicklow Area Partnership policy.
- Assist in the preparation of reports for internal use and funding compliance.
- Monitor and evaluate programme impact and contribute to service improvement.

Person Specification:

- Relevant qualification such as Social Care, Community Development, Human Resources, Disability Studies, Supported Employment or a related field (minimum Level 5 on the NFQ).
- Experience of working with people with disabilities or in a similar client-facing support role.
- Understanding of inclusive employment practices and person-centred planning.
- Knowledge of Irish labour market supports, such as the Wage Subsidy Scheme, Reasonable Accommodation Fund, and Disability Allowance supports and/or experience in employment services, job coaching, or vocational rehabilitation, are desirable.
- Strong interpersonal and advocacy skills.
- Flexibility and ability to adapt to new and developing situations.
- Skills to work independently or as part of a team.
- Working collaboratively with other service providers in the provision of employment related supports and training to target group individuals.
- Work with other BNWAP staff in the development and delivery of more integrated supports for target group individuals seeking employment in the labour market
- Proficiency in Microsoft Office and basic case management systems.

- Full clean driving licence and access to own transport.
 - Fluency in English both written and oral.
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Other Requirements:

- Garda Vetting is required for this role.
 - Commitment to promoting equality, diversity, and inclusion.
 - Canvassing will disqualify.
 - Shortlisting will apply.
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About the IMPACT WorkAbility: Inclusive Pathways to Employment Programme

The IMPACT WorkAbility: Inclusive Pathways to Employment Programme, runs from 1st January 2024 – 31st December 2028. This project is co-funded by the Government of Ireland, through the Department of Social Protection and the European Union. It aims to support people with disabilities aged 16 years and over who are currently not work ready and/or distant from the labour market, in gaining access to employment/ self-employment.

See www.bnwap.ie for more information on Bray & North Wicklow Area Partnership and the IMPACT WorkAbility Programme.

How to Apply

Please submit your CV and a Cover Letter outlining the role you are applying for and your suitability for the role to:

✉ heatherredmond@bnwap.ie with Subject line: Employment Facilitator Application

Deadline for applications: 4pm Friday 10th October 2025. Late applications will not be considered. Canvassing will disqualify. Shortlisting will apply and interviews are planned for the week of 20th October 2025

Bray & North Wicklow Area Partnership is 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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Bray & North Wicklow
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