



Job Description

- Post:** Employment Facilitator IMPACT WorkAbility Programme
- Reporting to:** IMPACT WorkAbility Programme Coordinator
- Location:** Bray and North Wicklow environs.
- Contract Period:** Fixed-term contract position involving 28-35 hours per week to the end of December 2024. The full-time salary scale point for this position is €34,699 per annum. The standard hours of work are from 9am to 5pm per day. 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:

- ♣ To implement the IMPACT WorkAbility Programme action plan employment/self-employment and career progression development strategies and practice for targeted people with disabilities.
- ♣ To provide employment/self-employment focused training, competency building, mentoring and in-work support services to target group individuals in line with their agreed Journey to Employment/Self-Employment Personal Action Plan
- ♣ To contribute to the work involved in achieving the IMPACT WorkAbility Programme action plan projected output and outcome targets.
- ♣ To contribute to coherent and integrated quality service delivery to the target group.

Key Tasks:

- Provision of one to one support to target group individuals seeking to move into employment/self-employment in the labour market and with career progression.
- Engaging with target group individuals to establish needs and aspirations, strengths and capacity, building skills and competencies in terms of developing a realistic Journey to Employment/Self-Employment Personal Action Plan.
- Organising 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.

- Engaging confidently with local employers to develop the Employers Friends of the IMPACT WorkAbility Programme and to open up communication pathways regarding employment for people with disabilities.
- Recruiting target group individuals to participate in employment focused training and development programmes focused on job placement.
- To arrange placements for caseload individuals in appropriate employment positions as consistent with their Journey to Employment Personal Action Plan goals.
- Provide aftercare supports in agreement with the job placed target group individual and the employer to help ensure retention and progression.
- Assisting the job placed target group individual to integrate fully into the workplace and with their work colleagues.
- Working with other BAP staff in the development and delivery of more integrated supports for target group individuals seeking employment in the labour market.
- Maintaining accurate and up to date records of case load clients and ensuring best practice caseload management.
- Working collaboratively with other service providers in the provision of employment related supports and training to target group individuals.
- Researching and reviewing employment related training options that can support target group progression.
- Preparing 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.
- Other appropriate duties as may be assigned during the operational period.

Person Specification:

- Excellent interpersonal and communication skills (written and oral).
- An understanding of and ability to carry out individual needs assessment.
- Be capable of influencing and motivating individuals to complete tasks.
- Have the ability to work independently and as part of a team.
- Be flexible and able to adapt to new and developing situations.
- Possess analytical, planning and organisational skills.
- Capacity to work to deadlines.
- Ability to work on own initiative and confidently engage with employers and other stakeholders.

- Computer literate and competency in using relevant software packages.
- Commitment to work within the BAP and IMPACT WorkAbility Programme inclusion focused ethos and approach.
- Garda Vetting for this position will apply.

Qualifications:

The Employment Facilitator will have operated within a relevant field in working with people with disabilities and have the necessary skills and experience to undertake the role and complete the key associated duties/tasks.

Experience of liaising with employers and other stakeholders is an advantage.

A third level qualification eg Social Care, Social Policy would be desirable.

A clean driver's license and the use of a car is desirable.

The closing date for a letter of application including a CV is Friday, April 19th 2024.

Hard and soft copy submissions will be accepted.

Hard copy format applications are to be submitted, specifically outlining relevant experience for the attention of Orla Butler, IMPACT WorkAbility Coordinator, Bray Area Partnership, Unit 42, Southern Cross Business Park, Ballymorris, Bray, Co. Wicklow A98YD62 and in soft copy format to orlabutler@brayareapartnership.ie.

Late applications will not be considered.

Shortlisting of candidates may be used to select candidates for interview. Following the interview process, a panel may be formed from which the appointment will be made.



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