|  |  |
| --- | --- |
| **Job Title** | **Kildare Ability Employment Programme, Project Worker** |
| **Roles and responsibilities of the employee** | The Employment Project Worker for the Kildare Ability Employment Project will be responsible for recruitment of young people with disabilities The Worker will engage with the participants to develop a personalized action plan. The Project Worker will be line managed by the Coordinator of the Kildare Ability Employment Programme and report to the Health and Wellbeing Manager. The successful candidate will be required to engage the participants in a 1:1 capacity and in group activities. They will also be required to engage employers and community / voluntary organisations who may be interested in providing opportunities for employment and/or social integration. The successful candidate will be a self-starter, prepared to work flexible hours and have a full driving license.**Role:** * To recruit and engage young people with disabilities who are not in education, training, or employment.
* To work with each participant to develop career path progression through personal action planning
* To manage a consistent caseload of participants over the twelve-month period of the contract of employment
* To engage employers and community/voluntary groups to consider opportunities for young people with disabilities
* To assist the Coordinator in the day-to-day operation of the project
* To provide information and guidance to participants on progression options

**Responsibilities:*** Engage young people who are not in education, employment, or training.
* Recruit participants for the programme in association with the project partners
* Provide intensive, one-to-one and group support to ensure young people build their confidence and self esteem

 * Organise the delivery of education and training supports based on the expressed needs and interests of the participants and as agreed by the Steering Group
* Source and organise job sampling and work experience opportunities for programme participants
* Support participants while in job sampling and work experience placements and liaise with employers to maximise benefit of placement opportunity
* Organise information sessions for employers and community/voluntary sector organisations to consider recruitment of young people with disabilities
* Assist the Coordinator to engage employers on a 1:1 basis and link to other stakeholders
* Assist participants with job seeking skills including CVs, interview preparation and identification of suitable jobs
* Liaise with the Steering Group to achieve measurable outcomes for the young people engaged in the project
* Identify and document barriers to further education, training, and employment for unemployed young people with disabilities.
* Liaise with key stakeholders to assist participants to progress onto further education, training, and employment
* Encourage and facilitate young people to be actively involved in the planning and running of their plan

**Key tasks:*** Identify and engage unemployed young people with disabilities in specific locations.
* Work with each individual participant to develop a personal progression pathway with achievable milestones
* Assist with the delivery of a non-accredited training and sourcing of accredited training for participants on a 1:1 or group basis
* Source job sampling and work placement opportunities with participants
* Engage with disability organisations as part of a coordinated employer engagement strategy
* Report to the Coordinator and assist with the monitoring and evaluation of the programme including gathering of data and preparation of reports for funders and other stakeholders
* Link with and provide aftercare support to programme participants who progress in placements.
 |
| **Working Hours** **Full-time / Part-Time** | Full-time | If Part-time, state the number of days or hours per week |  |
| **Gross Annual Salary (include. PRSI & Pension)**  | Negotiable subject to qualifications and experience |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **TRAINING & QUALIFICATIONS** | * Relevant third level qualification
 | * Minimum Certificate in Adult Guidance and Counselling
* Degree or Diploma in Supported Employment, Social Studies, Adult Guidance or Business-related studies such as HRM
* Business experience.
 |
| **EXPERIENCE** | * Minimum of 2 years’ experience working in a Business/HR/Social Care/Supported Employment related environment
* Track record of successfully helping people to obtain or sustain education/work
* Experience of employer related work
* Proven ability to achieve targets and to monitor and evaluate work practices
 | * Minimum of 2 years’ working with and supporting unemployed disadvantaged groups into and in employment within health, social services or the voluntary sector
* Experience of opening job opportunities with a range of employers
* Experience of partnership working, negotiation and liaison work with other agencies
 |
| **KNOWLEDGE & SKILLS** | * Knowledge of interpretation of welfare benefits and disability/employment related benefits
* Knowledge of disability and special needs issues, policies and legislation in relation to employment/ education
* An understanding of the issues of user involvement in disability services
* An ability to negotiate diplomatically and effectively with staff at all levels
* Understanding of relevant disability and employment policy and legislation
 | * Knowledge of government and local funding regarding learning and employment opportunities
* Knowledge of Employment law
* Good numeracy, financial and information management skills
 |
| **Communication/****Interpersonal Skills** | * Strong coaching and active listening skills
* Strong interpersonal skills and the ability to network with a wide range of individuals
* Ability to manage personal boundaries
* Excellent verbal and written communication skills and the ability to present effectively i.e. canvassing potential employers
* Ability to show sensitivity towards job seekers needs and empower them to succeed in the workplace.
* Ability to use independent judgment and to manage and impart confidential information.
* An innovative approach to reaching solutions and solving problems
* Computer Literacy
* Respond positively to challenges and translate it into valuable learning experience
 | * Good influencing skills
* Good PR and Marketing Skills
 |
| **Special requirements for this position.** | * Full clean driving licence and means of transport is essential for the position
* Willingness to be flexible in working hours to meet organisation/client’s needs
* Working some unsocial hours may be required
 |  |

**County Kildare Leader Partnership is an Equal Opportunity Employer.**

