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| **Kildare Ability Project** | The aim of the **Kildare Ability Project** is to support young job seekers with a disability by providing one-to-one guidance, personal development and/or group training, to develop links with employers and support the maintenance of the employment gained. Working closely with KARE, this project will involve engagement with young people with disabilities to develop a personalized action plan leading toward employment. It will also engage with employers and community / voluntary organisations to provide job sampling and work experience opportunities for the programme participantsIt is funded under the Dormant Accounts Measure to Support the Employment of People with Disabilities. |
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| **Job Title** | **Kildare Ability Employment Project, Coordinator,**  |
| **Roles and responsibilities of the employee** | The Coordinator for the Kildare Ability Employment Project will be responsible for the overall day to day management of the project for the duration from 1st January 2022 to 31st December 2022 and will report to the Health and Wellbeing Manager. The Coordinator will lead the implementation of the project plan agreed for the Dormant Accounts Measure to Support the Employment of People with Disabilities. The Coordinator will also be required to develop links with employers and community / voluntary organisations to provide job sampling and work experience opportunities for the programme participants. The Coordinator will liaise with the Project Steering Committee which will monitor the implementation of the plan on behalf of the Board of Directors of the Company. The successful candidate will be responsible for the supervision and management of two Employment Project Workers who will assist in meeting the project objectives. The successful candidate will be a self-starter, prepared to work flexible hours and have a full driving license.**Role:** * To deliver individual support to young people with disabilities who are not engaged in education, employment, or training.
* To prepare the young people for a return to work through assessing each person’s individual employment needs through vocational profiling/assessment and through goal setting and action planning
* To organise accredited and non accredited training for participants and access to labour market activation programmes
* To develop working relationships with DSP employer services, employers and community/voluntary groups to consider opportunities for young people with disabilities

**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

 * Support 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 oversee the placement of participants in job sampling and work placement opportunities
* Develop working relationship with employers in association with the Project Steering Committee
* Identify and document barriers to further education, training and employment for unemployed young people with disabilities.
* Encourage and facilitate young people to be actively involved in their own progression plan

**Key tasks:*** Identify and engage unemployed young people with disabilities in specific locations.
* Create a personal action plan with each individual
* Assist with the delivery of a multifaceted skills/capacity building programme to include formal and informal education alongside one-to-one supports
* Work with each individual participant to develop a personal progression pathway with achievable milestones
* Ensure that each individual engages in non accredited training
* Ensure that each individual has an opportunity for job sampling and work placement in accordance with their personal action plan.
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| **Working Hours** **Full-time / Part-Time** | Full-time |  |
| **Gross Annual Salary**  | Negotiable with qualifications and experience |

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **TRAINING & QUALIFICATIONS** | * Relevant third level qualification
 | * Degree or Diploma in Supported Employment, Social Studies, Adult Guidance or Business-related studies such as HRM
* Business experience.
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| **EXPERIENCE** | * Previous supervisory experience of leading staff in an employment support role
* Minimum of two years’ experience working in a Business/HR/Social Care/Supported Employment related environment
* Track record of successfully helping people to obtain or keep education/work
* Experience of employer related work
* Proven ability to achieve targets and to monitor and evaluate work practices
 | * Minimum of two years working with and supporting people with disabilities in an employment support capacity
* Experience of assisting 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.
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| **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
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| **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
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| **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
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**County Kildare Leader Partnership is an Equal Opportunity Employer.**

