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**SDC Partnership Ltd wishes to recruit

Information Officer – Temporary Post subject to 2020 Contract**

##### For the SDC Partnership Local Employment Service (LES) Clondalkin/Lucan area.

##### The Local Employment Service is an integrated service to meet the needs of unemployed people who experience barriers in accessing employment, education or training.

**Main Responsibilities:**

* To form part of the LES Support Team to the service’s caseload of clients, this will include working directly with clients of the service both in person and by telephone & email.
* Assist with the maintenance of our Facebook and Twitter accounts in order to keep a strong social media presence.
* Link in with our in-house Employer Liaison Officer to assist matching clients with local vacancies.
* To develop and implement strategies to engage unemployed people in the area.
* To provide effective activity in relation to informing and marketing the LES to local organisations both statutory and community.
* To provide an information and admin service within LES offices and a back up support service to the LES team.
* Carry out various admin tasks, inputting data on our in-house database and covering reception when required
* Assisting new and existing clients of the service in pursuing suitable training and employment opportunities.
* Providing an orientation service to new clients of the service.
* Involvement in targeted outreach activities and group training to engage and up skill target groups
* To assist clients in job searching and to prepare for job interviews
* To match accurately clients with job and training vacancies
* To work both individually and as part of the LES team, build networks into local agencies/services and employer networks.
* Provide an outreach support to the wider community in order to generate new registrations to the service.

**Applications are invited from individuals with:**

* Excellent interpersonal skills.
* A proven history of at least 12 months working within a similar role.
* Experience of working with individuals and groups.
* Research skills.
* Good MS Office skills (Word, Excel, Access, PowerPoint & Publisher).
* Experience in delivering group presentations.
* Proven ability to communicate well with people from all backgrounds
* Excellent Administration skills.

**Salary - Depending on experience.**

**Application Process**

**Applications by post only**

Three copies of your, CV and cover letter should be addressed to: Administration & Operation Department South Dublin County Partnership, Unit D1, Nangor Road Business Park, Nangor Road, Dublin 12.

Please note that no individual correspondence will be entered into.

**Closing date for receipt of applications is by 5.00 p.m. Friday 28th of February.**

###### SDC Partnership/South Local Employment Services is an Equal Opportunities Employer

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