



Adult Education Programmes Officer - The Person

The Ballyfermot Chapelizod Partnership is seeking to appoint to our team a person with a passion for and expertise in supporting unemployed people enter the labour market.

This person will likely be a graduate with an enthusiasm for and a belief in the value of employment to improve an individual's well-being. The successful candidate will have skills in and enjoy working on an individual and group basis with clients. An understanding of the labour market and knowledge of education and training pathways to employment as well as a passion for quality guidance and an insight into a wrap around services model of work with individuals distanced from opportunity would be a key attribute. While some experience in the voluntary sector is desirable it is not essential but an understanding of Irish Third Sector Activity is required. The successful candidate will be an experienced programme implementer with a record of success.

The successful candidate will be comfortable working with other professionals internally and representing the Company externally, particularly with the business community and training and education providers. She/he will be aware of the social environment in which BCP operates and be conscious of the additional requirements associated with working with statutory agencies and the protection of public funds. The post holder will require excellent interpersonal skills and will be engaged in constructively developing relationships with a wide cohort of stakeholders. They will be required to understand and accept and promote the ethos of the Company as well as its remit to deliver the highest possible standard of service to its clients and the local community.

- Applications packages will include
 - Application Form x 3
 - Detailed cover letter x3
 - CV x3
- Applications must be made by way of hard copy only by post or hand delivered to; **REF 2 Recruitment, Teresa Dunphy Executive Assistant Ballyfermot Chapelizod Partnership Company CLG, 4 Drumfinn Park, Ballyfermot Dublin 10.**
- Closing date for receipt of applications is **Friday 18 September 2020 @ 1pm** (no late applications will be accepted)
- Informal enquiries are welcome please contact Triona O Sullivan Lifelong Learning Manager @ 01 6235612
- Job description and application form on request to tdunphy@bcpartnership.ie