**Job Description**

**Digital Workforce Development Coordinator**

A vacancy has arisen for a full-time position as a Digital Workforce Development Coordinator in South Dublin County Partnership. South Dublin County Partnership works with people who are socially excluded or are at risk of becoming so and promotes social cohesion and labour market participation with a focus on the most disadvantaged neighbourhoods. This is achieved through a range of integrated activities in key areas such as Community Development, Enterprise and Employment, Lifelong Learning, Children & Families and Health & Wellbeing.

**The Digital Workforce Development Coordinator will be responsible for the coordination and delivery of a new and exciting digital and professional role-based training programme for individuals in South County Dublin.**

South Dublin County Partnership aims to provide accessible opportunities for disadvantaged people to participate in training for sustainable future employment in the Tech. Sector

**Key Responsibilities:**

* Develop/coordinate a wrap-around digital literacy programme to prepare learners to progress to various digital career pathways, including the launch of a new digital and professional role-based training programme with our partner organisation
* Assist with developing a customised curriculum, technical assistance and programme evaluation tools
* Offer tailored, intensive supports to help learners build confidence throughout the process and become familiar with the online learning platform
* Provide learners with access to online learning, online assistance and manage a panel of role-based tutors
* Guide learners through the fundamentals of using digital technologies and encourage them to continue their learning journey and gain valuable certifications
* Serve as a point of contact within SDCP among the various thematic areas while maintaining regular communication with funders to provide grant oversight and identify opportunities for collaboration and/or additional support
* Assist with collecting data and metrics results for reporting and knowledge sharing in the digital skills training space
* Use a multi-disciplinary approach and link learners to other programmes within the Partnership (children & families, lifelong learning, community development, enterprise & employment and health & wellbeing)
* Act as the digital specialist within the Partnership and provide training to staff on various digital platforms and provide technical support/advice as required
* Review progress on an ongoing basis with the Line Manager and adapt plans accordingly
* Actively participate in team and staff meetings and service reviews/ evaluations and to contribute to the development of policy and practice with your area of work and within SDCP as a whole
* Assist with other SDCP projects and initiatives as requested
* CRM Development & Management

**Ideal Candidates will**:

* have a third level qualification in an IT/digital field or related and a demonstrated interest in workforce development
* have experience working in non-profit programme management and/or workforce development, preferably digital skills building
* have knowledge of digital roles such as careers in infrastructure, productivity, coding, design and cloud computing
* have an in-depth understanding of obstacles facing individuals within an area of social exclusion
* be familiar with learner centered/adult education methodologies
* have an understanding of financial systems/procedures
* have excellent report writing skills
* be efficient, results-oriented with high energy and exhibit an exceptional ability to work with others
* be a self-starter with ability to prioritise work, meet deadlines, and adapt to evolving situations
* have excellent, well-developed verbal and writing skills
* have a strong commitment to SDCP’s mission and core values

**Other**

* Car Owner with full clean driver’s license
* Garda Vetting will apply to this role

**Reporting to:** Children & Families Senior Manager

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| **Contract:** | **1 Year Fixed Term Contract (with probation of 6 months)** |
| **Salary** | Salary will be commensurate with experience |
| **Hours of work** | **35 hours per week** |

**APPLICATION PROCESS**

**Applications by post only**

Envelope must be clearly marked **“Digital Workforce Development Coordinator” Post**

Suitable applicants must send a Cover letter (no more than one A4 sheet) and an up to date CV (no more than 2 pages), paying particular attention to the criteria in the job description, your suitability and why you are appropriate for the post in question. This should be addressed to: **Administration & Operation Department, South Dublin County Partnership, Unit D1, Nangor Road Business Park, Nangor Road, Dublin 12.**

Please provide the names, address, occupation and contact details of two referees. (Contact will not be made without prior notification to you). Please note that no individual correspondence will be entered into.

**Closing date for receipt of applications: Thursday 7th January at 12.00 noon**

**Late applications cannot be considered. Short listing of candidates will apply.**

**South Dublin County Partnership is an equal opportunities employer**