**South Dublin County Partnership**

**Vacancy for** **Access officer (part time)**

A vacancy has arisen for part-time position as Access Officer in South Dublin County Partnership with responsibility for the Clondalkin Access Network (CAN) funded by the Higher Education Authority.

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 Education, Training, Job Placement, Early Childhood Services, Enterprise Support and Community and Environmental Programmes.

The Access Officer will be primarily responsible for the coordination and development of the Clondalkin Access Network (CAN) working closely with Collinstown Park Community College, Deansrath Community College and St Kevins Community College.

**The successful candidate will have:**

* A qualification in education, further education and training, youth work, social sciences or a related field is essential
* A minimum of 3 years’ working within the area of Access and socio-economic disadvantage
* Evidence of project work and developing new initiatives which have an impact on the student cohort in question.
* Experience dealing with a diversity of students in a student-facing, student support environment.
* An understanding of the National Access Plan and other relevant polices relevant to promoting equity of access to further and higher education.
* An understanding of obstacles to access to further and higher education
* An understanding of the needs of young people at risk of leaving school early
* Experience of working in collaboration with schools, youth and community groups to prevent early school leaving
* Excellent inter-personal and communication skills
* Understanding of financial systems/procedures
* Excellent report writing skills
* Good communication skills
* Strong IT, digital media skills

**Application Process**

**Email Applications**

Email your CV and detailed Cover Letter to jobs@sdcpartnership.ie – subject box to be marked **Access Officer Job Ref: 26/21**

**Postal Applications**

Please submit three copies of your up-to-date CV and detailed cover letter (no more than 1 page) marked **Access Officer Job Ref: 26/21** to Administration & Operations Department, Unit D1, Nangor Road Business Park, Nangor Road, Dublin 12.

Please note that no individual correspondence will be entered.

**Closing date for receipt of applications: 4th June 2021 at 12.00 noon**

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

**South Dublin County Partnership is an equal opportunity employer.**