**South Dublin County Partnership**

**Jobs Club Assistant**

**(Full time Fixed Term contract until 31 December 2021)**

South Dublin County Partnership (SDCP) is a local development organisation tackling poverty and social exclusion in South Dublin County. We develop projects and services to support sustainable and vibrant communities, where people realise their potential and experience a high quality of life.

The Jobs Club delivered under contract by South Dublin County Partnership for The Department of Employment Affairs and Social Protection (DEASP) is a dynamic service that brings together and supports unemployed people who are looking for work. Our Jobs Club clients are facilitated through a range of quality interventions, these include: training in job seeking skills, CV design, career and job planning, supports with targeting and sourcing jobs, interview preparation and interview techniques.

**Key Responsibilities:**

* Day to day administrative support for the Jobs Club team
* Providing clerical assistance for job seekers including typing of CVs and cover letters
* Following up with Jobs Club clients by phone and email to identify where SDCP can provide additional support with Job Placement
* Assisting the training delivery team to prepare for each training session
* Support with putting together data for monthly management reports and maintenance of client records
* Answering the phone and dealing with clients consistently in a professional and friendly manner

**Employee Specification**

**Personal Qualities:**

* Have an understanding of the problems associated with unemployment
* Be able to communicate effectively with clients and have the ability to make users of the Jobs Club service feel welcome and respected.
* Must be highly organised, demonstrate good attention to detail and be able to work to and meet deadlines on an ongoing basis
* Good interpersonal skills, with the ability to work within a small team as well as on own initiative.
* Excellent telephone manner.

**Expertise:**

Good computer skills essential - proficiency in Word and Excel essential

Must have proven customer relations skills

1-2 years experience in a similar role desirable

**Salary:**

The salary for this position will be based on the agreed Job Club Assistant Pay Scale.

**Health:**

The appointee much be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of competence and ability to render regular and efficient service in SDCP.

**APPLICATION PROCESS**

**Postal Applications**

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question. Please send three copies of your up-to-date detailed CV and cover letter marked **Job Club Assistant post Job Ref. 28/21** and should be **addressed to**:

Administration & Operations Department,

South Dublin County Partnership,

Unit D1,

Nangor Road Business Park,

Nangor Road,

Dublin 12.

**Email Applications**

Email your CV and cover letter to [jobs@sdcpartnership.ie](mailto:jobs@sdcpartnership.ie) – subject box to be marked **Job Club Assistant post Job Ref. 28/21**

Closing date for receipt of applications: **14th June 2021 at 12.00 noon**

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.

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

Garda vetting maybe required for this position.

**South Dublin County Partnership is an Equal Opportunities Employer**