**South Dublin County Partnership**

**Job Club Facilitator Brookfield Tallaght**

**Fixed Term Contract to 31/12/2021**

South Dublin County (SDC) Partnership is a local development company primarily funded by the Irish Government to bring together local communities and state agencies to tackle the problems of unemployment and social exclusion. We develop projects and services to support sustainable and vibrant communities where people can realise their potential and experience a high quality of life. The focus of our activities is on areas where people experience disadvantage and our programmes of work are organised across key thematic areas: Community Development, Enterprise & Employment, Lifelong Learning, Children & Families, Health and Well Being.

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

SDCP is currently recruiting a **Job Club Facilitator** to manage its Job Club in Brookfield, Tallaght.

This is a full-time position, 35 hours per week (excluding time off for lunch periods) and a F.T.C. until 31 December 2021

**Duties**

The main purpose of the role is to organise and implement all elements of the Job Club programme in line with contractual requirements.

**Key responsibilities**

* Overseeing all day to day operations within the Job Club including the supervision of staff
* Recruitment Job Club participants on a monthly basis, meeting agreed client engagement and employment placement targets
* Track client progressions into employment after leaving the Job Club
* Prepare and delivering weekly Job Club programmes to support and encourage participants in achieving employment
* Marketing and promote the Job Club service across the community and engage with local employers to identify job placement opportunities for programme participants
* Producing accurate and timely weekly/monthly statistical reports for SDC Partnership senior management and DEASP
* Conducting regular data and systems quality checks and ensure the maintenance and updating of project files.
* Ensuring agreed data management procedures are strictly adhered to
* Supporting with internal and external programme auditing and conducting ongoing programme evaluation with participants
* Liaising with key external stakeholders as required
* Engaging regularly with other SDC Partnership Job Club teams to share ideas and best practice
* Working collaboratively with colleagues within the wider internal Enterprise and Employment programme and across SDC Partnership’s other thematic areas.

**Applicants must demonstrate:**

* Previous experience in delivering motivating training sessions and have a proven ability to coach Job seekers
* A track record in delivering programme targets and meeting deadline
* A knowledge of the barriers facing the long term unemployed and an understanding of the principles relating to community development and social inclusion
* A good understanding of the overall labour market, current activation measures and employer requirements
* A proven ability to work within a small team, supervise and lead staff and work with a broad range of internal and external stakeholders
* Strong interpersonal and communication skills, demonstrate the ability to motivate others, and network effectively.
* Excellent organisational and administration skills, with proven experience in keeping accurate records and compiling and analysing statistics.

**Education:** A training qualification and/or relevant work experience

**Salary**: The salary for this position is based on an agreed salary 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 Facilitator post Job Ref. 29/21** 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 Facilitator post Job Ref. 29/21**

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**