South Dublin County Partnership

Job Vacancy

Full Time, Permanent Position

SICAP Enterprise & Employment Officer

**Background**

South Dublin County Partnership (SDC Partnership) is a local development company (LDC) employing 85 staff working to tackle poverty and social exclusion in the South Dublin County geographical area through the delivery of a wide range of government funded programmes and supports.

Social Inclusion and Community Activation Programme (SICAP) is a Department of Rural and Community Development programme that aims to reduce poverty and promote social inclusion and equality. The programme is implemented nationally by 46 Local Development Companies across 51 geographical areas. The valuable work done by SICAP teams across Ireland was recognised earlier this year when the SICAP programme (**SICAP**) was awarded a prestigious United Nations Public Service Award in 2022,

**Overall purpose of the Role**

Employment/Enterprise capacity building work focuses on individuals living in disadvantaged areas as per the deprivation index. Groupings to be prioritised will include but are not restricted to; People living in Disadvantaged Areas, New Communities, LTU, lone parents, people with a disability, Travellers, ROMA and other SICAP target groups.

**Key Roles & Responsibilities**

1. To deliver one to one Enterprise Mentoring Supports under Goal 2 to unemployed individuals who wish to start their own business ensuring all client engagement and support is recorded on the requisite SICAP documentation and information management system.
2. To identify and organise training courses/workshops to facilitate the development of start your own business skills for the long-term unemployed.
3. To support individuals in their grant applications for the Back to Work Enterprise Allowance (BTWEA) and Short Term Enterprise Allowance (STEA)
4. To help develop business plans with unemployed individuals that will support them in applying for funding.
5. To identify & organise training courses to facilitate the development of Enterprise skills of SICAP clients including sourcing tutors and venues and promoting same.
6. Identify training and mentoring needs of existing and new Enterprises.
7. Deliver one to one employment supports under Goal 2 to unemployed individuals and people in low-paid jobs, this will include 1-1 consultation with clients to support with creation or updating of CVs
8. Regular reporting on the delivery of the programme targets within required timeframes using Pobal’s online Reporting System (IRIS)
9. Ensure the delivery of excellent standards of work and customer service to all clients and stakeholders availing of supports from South Dublin County Partnership
10. To work collaboratively and in an integrated way across South Dublin County Partnership’s programmes to share and maximise company resources to deliver planned company objectives.
11. Ensure safe working and operations of your area of work by implementing South Dublin County Partnership Company’s health and safety policy in full.
12. Undertake any other relevant tasks as may be assigned from time to time.

# Accountability

The Enterprise & Employment Officer will report directly to the Senior Manager – Enterprise and Employment and will be part of the SICAP team based at the company’s office in Clondalkin but will be required to travel county wide as part of the role

**Hours of Work**

35 Hours per week – 9am – 5pm, Monday to Friday with one hour lunch break. Out of Hours working as may be required from time to time (Time in Lieu will apply)

**Person Specification - Competencies**

1. Results orientated, good business acumen and commercial awareness
2. Excellent written and verbal communication and IT skills
3. Proven ability for teamwork and collaboration
4. Relevant knowledge and understanding of social inclusion and equality issues.
5. Commitment to quality and demonstrate a sense of continuous improvement in your work
6. Ability to manage projects/actions and deliver programme targets within budget and specified time frames.
7. Ability to adapt to changing circumstances
8. Demonstrate technical competence for the area of responsibility

**Minimum Requirements**

* A qualification (minimum NFQ Level 6) in Enterprise, Business or similar
* A minimum of two years’ experience of working in a similar role with community organisations or projects, or other organisations.
* Knowledge/Experience of Enterprise and/or Mentoring
* Experience of working with marginalised individuals and communities
* Strong writing skills with excellent attention to detail
* Excellent communication and interpersonal skills.
* Access to transport and a full clean driving license

**Remuneration**

Salary scale €32,182 to €44,931

**Other benefits**

* Eligibility to join pension scheme after probation, company contribution 10% of salary
* Life insurance cover
* Access to low cost health care plan
* Blended working arrangements in line with South Dublin County Partnership’s remote working policy to be implemented early 2023
* Access to learning and development supports
* Free parking

**Application Process**

Applicants should pay attention to the 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 (no more than 2 pages) and cover letter accompanied with completed confidential form marked

**Enterprise and Employment Officer Ref. 68/2022 to**

TheAdministration & Operations Department, South Dublin County Partnership, Unit D1, Nangor Road Business Park, Nangor Road, Dublin 12

**OR**

alternatively email your application to [jobs@sdcpartnership.ie](mailto:jobs@sdcpartnership.ie) – subject box to be marked **Enterprise and Employment Officer Ref. 68/2022**

Closing date for receipt of applications **5pm, 30 November 2022.**

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