**South Dublin County Partnership**

**Job Coach Vacancy**

Due to the South Dublin County (SDC) Partnership’s continued expansion, we have an exciting opportunity for a Job Coach to work across our services. This is a new role within SDC Partnership and is a great opportunity for a motivated, energetic, and passionate candidate to work in a dynamic and expanding programme team and contribute to the ongoing development of our enterprise and employment programme areas.

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 realize 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 organized across key thematic areas: Community Development, Enterprise and Employment, Lifelong Learning, Children & Families, Health and Wellbeing, Migrant integration, and social inclusion.

**Job Coach role overview:** The Job Coach will work with SDC Partnership’s programme participants individually and in group training sessions to support their transition into employment.

**Key responsibilities include:**

* Manage an agreed caseload number of programme participants referred from SDC Partnerships internal programmes and deliver agreed programme targets assigned to you.
* Carry out a needs assessment with each participant to understand their strengths, goals, and ambitions.
* Identify potential barrier/s or development areas and work with participants to address these, putting additional support/services in place as needed.
* Deliver agreed number of 1-to-1 and group coaching sessions each month to include:

a range of employability workshops including confidence and motivation building, skills development, job search skills, CV writing and preparing for job interview, introduction to IT.

* Conduct mock interviews using competency based frameworks and provide constructive feedback to each participant.
* Act as link person for your participants with the wider employment placement services team and our internal employment training team as well as external course providers as required.
* Monitor and evaluate progress of programme participants and support with In-employment supports as needed.
* Keep accurate records and prepare appropriate reports to agreed standards.
* Provide IT access to programme participants to assist in their job search.
* Assist participants as required with registration on Jobs Ireland Website, My Gov and various other job searching websites.
* Be a referral base for your participants to other internal / external support services were required for additional support.

**Remuneration and Benefits**

SDC Partnership offers remuneration and a range of benefits including development opportunities due to the broad range of programmes we run, generous pension package, free parking, access to a medical package.

**Programme Administration**

* Submit monthly performance reports and dashboards to line manager.
* Ensure client confidentiality is always maintained within area of responsibility as well as adherence to GDPR and funder requirements in relation to the management and storage of all client data.
* Proactively drive service improvement within your area of responsibility
* Manage programme data on approved SDC Partnership’s CRM systems.

**Requirements:**

* Demonstrate a good understanding of the target groups supported by SDC Partnership.
* Previous experience in delivery of motivating training sessions and have evidence of ability to coach long term unemployed Job seekers to progress into employment.
* Demonstrate a strong track working to targets and meeting deadlines.
* Demonstrate strong coaching, influencing, and networking skills.
* Have experience building programme content and monitoring participant feedback and satisfaction.
* Show that you are flexible and can adapt as required to meet changing service requirements.
* Demonstrate understanding of the local labour market including trends, gaps in industry, current activation measures and employer requirements.
* Be able to work effectively in a small team and across a wider organisation.
* Demonstrate excellent organisational and administration skills, with proven experience in keeping accurate records and compiling and analysing statistics.
* Experience using CRM system such as Salesforce for data inputting, data management and reporting.
* Hold a level 7 qualification in training/education or another a relevant discipline.
* Full Driver License and access to motor vehicle

**Application Process**

**By Post**

Applicants should pay particular attention to the job role and person specification and outline your suitability and why you are the best candidate for this post.

Please send three copies of your up-to-date detailed CV (no more than 2 pages) and cover letter accompanied with completed confidential application form marked: **Job Coach Ref: 128/24**

Administration & Operation 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:

**Job Coach Ref 128/24** In subject box

Closing date for receipt of applications is **Friday 19th April 2024 at 12.00pm**

Late applications cannot be considered.

No individual correspondence will be entered into.

***South Dublin County Partnership is an Equal Opportunities Employer and* *welcomes applicants from a diversity of backgrounds.***