



Ballymun Job Centre Co-operative Society Ltd. is recruiting
for the following position:

Research and Career Development Officer

Established in 1986 the Ballymun Job Centre Co-operative Society Ltd. (BJC) is a local community focused, people centred, placement, career guidance and training organisation. Based on a culture of excellence and innovation, the BJC provides a range of services and programmes supported by local, national and European organisations.

The role of the Research and Career Development Officer involves three main elements:

- Providing high quality guidance to clients and supporting them to access education/training and employment opportunities which have been identified through individual meetings and using a variety of psychometric testing tools.
- Supporting the work of the BJC EU Projects by assisting in the piloting of tools/methods developed by the Projects and assisting in the writing of project proposals and reports. Travel to transnational meetings in various locations in Europe will also be required.
- The final element involves promoting and delivering the BJC eGuide training to individuals/other organisations as required. (Full training on eGuide will be provided)

The position requires a person with a unique mix of skills that has the capacity to motivate and support individuals along with the relevant skills and experience in community work. The ideal person is highly motivated with a passion for engaging with clients on a daily basis. They should be self-driven, focused and diverse with the capacity to work within a team.

This job demands someone that is an independent thinker who can work with minimal supervision while developing creative solutions to complex issues. They should demonstrate strength in written and verbal communication as well as strong relationship building, networking, facilitation, IT and report writing skills.

An understanding of issues around unemployment along with knowledge of the labour market, training and other support structures for disadvantaged people are key qualities needed.

The ideal candidate should have a third level qualification in Work & Organisational Psychology or equivalent and be BPS (British Psychology Society) Level A and B qualified. They should also have experience working in a similar type role.

Following shortlisting, successful candidates will be invited to attend for interview. Garda Vetting will be required on appointment.

Salary for this position is on a scale between €34,782 and €46,384 depending on experience.

To apply, please forward a letter of application with CV by 5pm on Wednesday 29th August 2018 to:

Sandra Forbes
Project and HR Manager
Ballymun Job Centre
Civic Centre, Main Street Ballymun
Dublin 9
or Email: forbess@bmunjob.ie

The services provided by Ballymun Job Centre are made possible through partnerships we have developed and support that we have received from many European, National and local organisations.

Ballymun Job Centre Co-operative Society Ltd. is an equal opportunities employer.