

The Ballymun Job Centre is recruiting for the position of:

Employer Engagement Officer (High Support Service)

Established in 1986 the Ballymun Job Centre Co-operative (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 BJC manages a number of projects on behalf of the Ballymun Local Drugs and Alcohol Task Force aimed at assisting former drug users to access education, training or employment.

As a key member of the BJC guidance and high support services team, the role of the Employer Engagement Officer involves identifying employers offering work experience placements, employment opportunities and apprenticeships, which match the skills, experience and aspirations of clients with a focus on high support clients. The Employer Engagement Officer will ensure that they identify and build relationships with employers to update their understanding of employer needs and to offer advice to guidance staff and others about employability for clients in the current and future labour markets. The person will also add additional value to the high support service by helping to develop ways to support service users' personal development and transition to employment.

The ideal person is self-motivated with the capacity to work within a team environment. He or she should have excellent inter-personal, organisational and communication skills and a good knowledge of ICT systems. The job demands a performance-oriented individual who defines targets and results from both the qualitative and quantitative angle and can influence others. The person should have a strong sales background and at least two years' experience in an Employer Engagement or Recruitment role and be able to demonstrate the ability to effectively manage and maximize vacancy opportunities with new and existing employers. They should also have an understanding of both the employment market and the needs of employers along with an understanding of the needs of disadvantaged job seekers, particularly those recovering from drug and alcohol issues.

The person should have a willingness to travel and work flexibly, hold a full clean driving licence and have access to their own transport. A relevant third level qualification while not essential would be an advantage.

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

This position is funded by the Ballymun Local Drugs and Alcohol Task Force and will initially be offered on a one year fixed term contract. Salary is on a scale between €34,493 and €44,527 depending on experience.

Please forward a letter of application with CV by 5pm on Friday 15th April 2022 to:

Sandra Roche

Project and HR Manager

Ballymun Job Centre, Ground Floor Civic Centre, Main Street Ballymun, Dublin 9

or email: roches@bmunjob.ie

The Ballymun Job Centre is an equal opportunities employer.