

Ballymun Job Centre has secured funding to run an exciting new project for clients aged between 18 and 30 and we are seeking an experienced **Employment Guidance Officer** to join our team. If you are passionate about helping people achieve their career goals and making a positive impact in the community, we encourage you to apply for this exciting opportunity.

The Project proposes to pilot a voluntary employment guidance service to provide in-work and out of work 'guidance guarantee' for a sample of young people who are unemployed or in low skilled, low-paid work. Its focus will be on enabling the young person, in conjunction with their employer (or a mentor employer) to develop and implement a career plan for a contemporary world of work. The plan may include training (e.g., basic skills, sector specific, retraining, apprenticeships, both non-formal and formal), education (e.g., returning to formal education, FET, HE), employment (building on existing experience, job changers, initial labour market entry etc.), personal development and positive mental health, and career management throughout life. The pilot will use the MEEG (Model of Enabling Employment Guidance). The pilot will run over two years and will engage a total of 200 young people in the North Inner City, Ballymun, Swords and Balbriggan.

As an Employment Guidance Officer, you will provide career guidance and employment supports to clients aged between 18 and 30 years and carry out the following tasks.

- Using the MEEG (Model of Enabling Employment Guidance) manage a caseload of clients from the North Inner City, Ballymun, Balbriggan and/or Swords. (Training in MEEG will be provided)
- Provide one-to-one support to clients of the service and assist to organise monthly Group Guidance sessions and workshops for clients.
- Carry out one-to-one meetings with clients, organise employer-employee-guidance practitioner meetings for clients placed or in employment.

In addition, you will assist the Project Leader to establish the project and carry out the following tasks:

- Assist in the recruitment of clients for the project.
- Assist in the development of branding, IT, promotional material, social media, etc. for the project.
- Assist in the promotion of the service to individuals, employers, and the community.
- Assist in the preparation of materials and resources for use by the service.
- Assist in the establishment of a community of practice to discuss guidance practice, innovations in practice, client needs, employer needs etc.
- Establish knowledge transfer channels to share learning and raise the profile of the pilot service.
- Deliver the service in as flexible a way as possible in-person and online support.
- Work with the external evaluator to provide a robust evidence base for the evaluation of the pilot service.
- Ensure that the outcomes and outputs for the Project are achieved.
- Attend all project meetings.

Employment Guidance Officer

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

The ideal person is self-motivated with the capacity to work effectively independently and within a team environment and the ability to establish and maintain strong working relationships. They should have excellent inter-personal, organisational, networking and communication skills and be proficient in Microsoft Office Suite and database management. A minimum of one year experience in a similar role and a third level qualification in Adult Guidance, Community Studies, Social Science, or equivalent is required.

The person should have a willingness to travel and work flexibly, hold a full clean driving licence, and have access to their own transport.

This position is offered on an initial two-year fixed term contract.

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 €44,019 depending on experience.

To apply - Please forward a letter of application with CV by 5:00pm on Wednesday 19th April 2023 to:

Sandra Roche, HR & Operations 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 and welcomes applications from all qualified candidates.