

Employment Guidance Officer – Swords Office

Ballymun Job Centre are currently recruiting for an Employment Guidance Officers for the Dublin North Local Area Employment Service (LAES) based in our office in Swords.

Established in 1987 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 role of the Employment Guidance Officer is to provide career guidance to clients of the BJC LAES service, develop a Personal Progression Plan, identify any gaps or barriers to progression and support clients to access education/training and employment opportunities.

Main Duties include:

- Effectively manage and maintain a caseload of clients in line with agreed KPI's
- Take client referrals and schedule regular weekly/monthly meetings with clients as required.
- Ensure that an assessment of clients' needs is undertaken, and a DSP personal progression plan (PPP) is agreed with the client.
- Support and encourage clients to undertake interest inventories and aptitude tests.
- Work with the clients to ensure access to identified progression options in line with the agreed PPP and schedule regular meetings with the clients to review the progress of the plan.
- When appropriate refer clients to other services and support the client while progressing through these services.
- Ensure that accurate course information and appropriate preparation is given to clients for them to progress to employment, education or training programmes.
- Utilise available funding streams to progress clients into training programmes appropriate to their situation and future career progression.
- Identify and record any barriers to progression and support clients to overcome same.
- Develop and run relevant group workshops and information sessions for clients including career guidance group sessions
- Assist clients with CV preparation, job seeking and interview skills.
- Work with the Employer Engagement Officer to match job vacancies with skills and experience of clients
- Provide a post placement support to clients and schedule post placement support meetings as required.
- Ensure that all administration records and reports in relation to the clients are maintained on DSP BOMi and BJC systems and in line with Data Protection and GDPR legislation.

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 within a team. They should have a minimum of one year experience in a similar role and a relevant third level qualification such as in Adult Guidance,

Community Studies, Social Science or equivalent. They should have excellent inter-personal, planning, organisational, networking and communication skills. The job demands a performance-oriented individual who defines targets and results from both the qualitative and quantitative angle.

This is a full-time position and is offered on an initial one-year fixed term contract.

Following shortlisting, successful candidates will be invited to attend for interview.

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 Friday 25th August 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. We value diversity and inclusion and are committed to creating an environment where all employees feel valued and respected.



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