



County Wicklow Partnership

Employment Opportunity

Employment & Enterprise Officer

Contract of indefinite duration, funding dependant

Part-time 28 hours per week

County Wicklow Community Partnership CLG is a Local Development Company that delivers a range of social inclusion, enterprise, employment and community development programmes for individuals and communities in County Wicklow.

County Wicklow Partnership has been awarded the contract to deliver the Social Inclusion and Community Activation Programme (SICAP) 2024-2028 by the Wicklow Local Community Development Committee for the municipal districts of Baltinglass, Wicklow and Arklow. The Social Inclusion and Community Activation Programme (SICAP) 2024 – 2028 provides funding to tackle poverty and social exclusion at a local level through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies. SICAP is a targeted, holistic programme for those who are most disadvantaged and less likely to use mainstream services, which provides supports directly to beneficiaries and links them into existing services. It is a multi-faceted programme that provides supports to respond to individual and community needs, aiming to ensure that beneficiaries receive quality, tailored supports, while also allowing flexibility to adapt actions to local needs.

Job Description

Role Purpose: Working collaboratively within the SICAP team and across the wider CWP organisation, the post holder will support our programme participants through the delivery of employment and self-employment training and tailored 1-1 supports.

Reporting to: Social Inclusion Manager

Key responsibilities:

Caseload Management

- Proactively build a caseload of clients for employment and self-employment supports from across the SICAP programme target groups.
- Complete all participant registration forms and follow ups, and facilitate each participant on caseload to develop an individualised personal action plan, in line with programme funder/CWP requirements.
- Ensure annual case load targets are met, taking immediate action where there is risk or short fall on delivery of targets.
- Facilitate internal referrals to and from employment training to ensure tailored wrap around supports are provided to programme participants
- Coordinate the delivery of initiatives and training to encourage and support individuals to pursue their career ambitions

Training Programme Co ordination and delivery

- Coordinate the delivery of employment training programmes, education grants and workshops (both accredited and non-accredited), ensuring client participation and completion rates are in line with agreed targets.
- Manage and promote the SICAP Training Panel
- Where skillset allows develop and deliver a suite of training programmes and one-to-one supports for individuals e.g. CV and interview skills workshops, job seeking skills, confidence building, career planning, etc.
- Work collaboratively with colleagues across the wider SICAP and CWP team to share information on programme updates, training schedules etc.

Enterprise Supports

- Provide business mentoring supports to develop business plans for SICAP clients on a one-to-one and group basis.
- Working as part of a team, provide follow-up enterprise and trading supports for SICAP clients who are self-employed.
- Support SICAP-eligible individuals to access enterprise support grants including the Back to Work Enterprise Allowance (BTWEA) and Short Term Enterprise Allowance (STEA) through DSP
- Establish and maintain enterprise referral pathways to other support agencies e.g., Local Enterprise Office, Enterprise Ireland, Micro Finance Ireland, Business Support Networks, Intreo, Education & Training Board among others.
- Support the delivery of ongoing Start your Own Business courses.
- Support SICAP-eligible clients to overcome barriers and access self-employment supports.

Project Support

- Prepare supplier and trainer contracts as required
- Assist with collation of individual and programme files in advance of internal/external audit
- Support with promotional campaigns, preparation of case studies, website and social media updates
- Input into programme reports and annual plans pertinent to work of the SICAP team and as required by the Senior Management

Data Management

- Maintain a complete and accurate record of all individual client data on your case load including individual interventions and outputs within the reporting requirements
- As required support with programme evaluations and auditing within your area of work.
- Treat with confidentiality any personal, private, or sensitive information in line with organisational policies and GDPR requirements.

Other

- Implement other projects as required by your line manager and/or the CEO.
- Carry out any other relevant tasks as assigned from time to time by the Social Inclusion Manager and/or CEO

Person specification

- A third level qualification (Level 7/8) in a relevant subject e.g. Adult Guidance, Human Resources, Education/Training, Business Studies, Commerce or Entrepreneurship is desirable but not essential.
- Two to three years' experience in a similar role
- Knowledge and experience of Enterprise /Mentoring/ provision of Employment supports
- Excellent knowledge of the local labour market and employers' needs
- Experience of working with marginalised individuals and communities
- Have an empathy with and understanding of the barriers facing the long-term unemployed.
- Excellent communication, interpersonal and IT skills.
- Access to transport and a full clean driving license
- Have a good understanding of County Wicklow Partnership
- Be very organised, able to work on own initiative, meet deadlines and work collaboratively within a small team as well as a wider organisation and complete a broad range of tasks to a high standard.
- Understand the importance of maintaining programme participant confidentiality at all times and adhering to GDPR regulations

This job description is not intended to be an exhaustive list of duties and responsibilities and may be reviewed from time to time to reflect the needs of the service.

Salary €33,146 -€47,204 starting point depending on experience

Other Benefits offered by CWP include:

- 25 days annual leave (pro-rata) plus two privilege days
- Option to join company pension scheme (post 6 month probation) with a generous employer contribution
- Employee assistance programme (EAP)
- Free parking
- Hybrid working option (post probation)

Location: Office location will be in Arklow but travel across County Wicklow will be a requirement of the post. Full clean driving license and access to a motor vehicle is a requirement. Mileage will be paid at public service mileage rates.

Hours of Work: Office ours are 9am – 5pm, with one hour lunch break. Out of Hours working as may be required (Time in Lieu will apply). Part-time position 28 hours per week. Subject to continued funding.

Application Process

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 email your CV and letter of application, marked **Private and Confidential, SICAP Employment & Enterprise Officer** to: recruitment@wicklowpartnership.ie. The closing date for receipt of applications is not later than 5p.m. on Wednesday 24th January 2024.

Late applications cannot be considered.

Successful candidate will be subject to Garda vetting.

NOTE: Shortlisting may apply.

Canvassing will disqualify.

County Wicklow Partnership is an Equal Opportunity Employer.



Có-mhainithe ag an
Aontas Eorpach
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The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.