

North Tipperary Development Company: SICAP Employment Support Administration Worker (Part Time) **(<https://www.activelink.ie/node/109391>)**



Job Title: SICAP Employment Support Administration Worker-Part-Time

Employer North Tipperary Development Company (NTDC)

Reporting Relationship Manager SICAP & LAES and the CEO of NTDC

Reporting Staff Staff employed in the SICAP Programme

Location of Post One of the NTDC office bases TBC

Closing Date for Applications Wednesday 17th of July 2024 at 12.00 Noon

Date of Interviews Not Agreed

Benefits offered by NTDC

- **Salary:** Competitive salaries in line with those in the public service.
- **Travel expenses:** Travel expenses are reimbursed at public service rates.
- **Annual Leave:** 25 days Prorated to the number of hours worked.
- **Pension:** Contributory pension benefits for long term staff.
- **Organisation Culture:** Positive working environment and proactive approach to professional development, reflective practice, and supervision.
- **Training & Development:** Opportunities to access training relevant to the role.

The Employer: North Tipperary Development Company (NTDC)

North Tipperary Development Company (NTDC) is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, and community development initiatives in the Tipperary North County area.

The purpose of NTDC is to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, promote economic development, increase employment and enterprise opportunities, and promote wider participation in voluntary activity for the people of the area.

The Programme:

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. Administered by Pobal, SICAP 2024-2028 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.

SICAP is delivered in North Tipperary by North Tipperary Development Company. 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 need. It enables bottom-up approaches within the framework

of a national programme which provides targets, performance indicators and requirements.

The Role and Purpose of the Job

Duties:

The Employment Support Clerical Worker's responsibilities will include helping clients to prepare for job interviews, recommending effective job search techniques, and referring clients to enhance their job skills. To be successful, you should be knowledgeable of different career paths and committed to helping clients achieve their employment-related objectives. Ultimately, you should be able to build rapport with clients and demonstrate excellent organisational and problem-solving skills.

Duties:

- Play an advocacy role with respect to working with job vacancies, labour market programmes, training, education, and enterprise opportunities on behalf of clients.
- Support clients to develop employability skills, including CV preparation, interview skills application forms and letters of application.
- Actively research the local and national labour market opportunities, collating online job listings and monitoring/updating social media accounts with relevant training and job vacancies.
- Updating and maintaining accurate records and reports for Management, Board and Funding Bodies.
- Make internal referrals to relevant SICAP supports and other NTDC programmes and to wider external programme supports and providers including all DSP Employment Support Programmes and ETB Services.
- Individually and as part of the wider NTDC staff team, build well-grounded networks into local agencies, to manage the realisation of the progression route ensuring that the relevant agencies provide the necessary progression steps.
- To effectively support the administration of SICAP client caseload system, to ensure that the appropriate mechanisms are in place.
- Maintain caseload records and build an action project file and general statistical information.
- Undertake other administrative duties and responsibilities as may be assigned by line management

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Salary Scale Salary Scale €27,896 - €44,860 The successful applicant will be offered a salary commensurate with qualifications and experience.

Hours of Work 17.5 hours per week.

Please see full Job Description & Person Specification attached below.

How to Apply

Please complete the Official Application Form (attached below). They are available by contacting Kate Madden at kmadden@ntdc.ie (<mailto:kmadden@ntdc.ie>) or the NTDC website at www.NTDC.ie (<http://www.NTDC.ie>);

Please send completed applications forms to kmadden@ntdc.ie (<mailto:kmadden@ntdc.ie>)

Region

Co Tipperary

Date Entered/Updated

8th Jul, 2024

Expiry Date

17th Jul, 2024

Attachment

Size

Attachment	Size
<u>2024 SICAP Admin (001).docx</u>	500.04 KB
<u>NTDC Job Application Form Template_1.doc</u>	109.5 KB

Source URL: <https://www.activelink.ie/vacancies/community/109391-north-tipperary-development-company-sicap-employment-support-administration-worker-part-time>