

FIT (Fastrack to Information Technology): Project Coordinator - Cuimsiú Programme (<https://www.activelink.ie/node/109720>)



FIT (Fastrack to Information Technology) believes in providing opportunity for everyone, and that all people should have a chance to be a part of Ireland's evolving digital economy. FIT believes that every journey must have a first step and that there should be no limits on a person's progression through education & employment.

About FIT's Cuimsiú programme:

The FIT Cuimsiú programme is a customised national access & career progression programme and is co-funded by the Government of Ireland through the Department of Social Protection & the European Union. It is supported by Pobal's WorkAbility: Inclusive Pathways to Employment Pathways programme. It is a new programme focusing on providing personalised pathways to certified industry technology & nationally accredited training and/or employment for individuals at risk of under, or long-term unemployment due to disability. In addition, the programme provides specialised support & guidelines for employers.

TITLE: FIT Cuimsiú Project Coordinator Role:

The coordinator will be employed by Fastrack into Information Technology CLG, to lead the day-to-day coordination of the FIT Cuimsiú Project.

The role will involve the following:

- Working closely with the FIT Diversity & Inclusion, FIT Learning Technology team and FIT Wellbeing Officer teams in the preparation and development of the programme.
- Recruiting and managing two FIT employability mentors for the delivery of the programme.
- Setting up of a FIT Neurodiverse Advisory Group and providing updates to an independent FIT Neurodiverse Advisory Group on the progress of the project Plan & reporting directly to the Senior management team at FIT & an in-house FIT Wellbeing Officer.
- Facilitating communication and the sharing of knowledge, information, and experience amongst the FIT programme teams.
- Organising training and information sessions on themes identified via consultation with advocacy stakeholders, FIT staff & feedback from FIT participants.
- Developing, reviewing, and evaluating programme events and activities.
- Preparing and disseminating communication updates to keep all participants updated on programme details and other relevant issues.
- Promotion as a FIT Ambassador of the programme as well as maintaining an ongoing social media presence in coordination with the FIT social media coordinator, overseeing the establishment of a webpage, and maintaining its content.
- Preparing progress reports in line with the requirements of the Pobal Workability programme.
- Conducting any other activities that will meet the overall purpose of this post.

Skills, Knowledge, and Experience Required:

- A third level qualification in a relevant discipline, e.g., social policy and human rights.
- Minimum 2 years' experience in a project coordination role and working in inclusive education & employment environments.
- Knowledge and understanding of the United Nations Convention on the Rights of Persons with Disabilities (UNCPRD) and the disability policy, practice, and legislative environment in Ireland.
- Knowledge and understanding of the barriers inhibiting neurodiverse people's participation in education and employment.
- Excellent administration and IT skills including in Microsoft Office suite.

- Ability to communicate and produce documents in accessible formats including Pobal progress reporting requirements.

Person Specification

- Commitment to the principles and practice of human rights.
- Good group work and facilitation skills.
- A high standard of oral and written communication skills and an ability to build effective relationships with participants, employers, and stakeholders.
- Flexible, responsive, initiative-taking, and positively disposed to supporting FIT to achieve the programme objectives.
- Capacity to plan, prioritise and to manage multiple demands.

HOW TO APPLY

If you are interested in this exciting opportunity or would like to learn more, please submit your CV and cover letter by 13th August 2024 to recruitment@fit.ie (<mailto:recruitment@fit.ie>).

Job Type: 3 year contract, 4 days (30 hours) per week

Salary: €55,000 – €58,000 DOE, pro rata per year

Benefits:

- Bike to work scheme
- Employee assistance program
- On-site parking

Schedule:

- Monday to Friday
- Ability to commute to Dublin 11/relocate.

Work Location: Hybrid - 2 days off site or travelling, 3 days based in Glasnevin, Co. Dublin but with expected travel within Ireland to meet with employers, stakeholders, and participants.

FIT CLG is committed to a policy of equality of opportunity in its employment policies, procedures, and practices. Fastrack into Information Technology CLG is an equal opportunities employer and applications for this position are welcome from people with lived experience of disability. Reasonable accommodations are available on request. Equal opportunity is a priority for the FIT Company and is about removing all forms of discrimination. This policy applies to any discrimination on grounds of sex, marital or family status, sexual orientation, religious or political preferences, age, disability, race, or ethnic origin, being a member of the travelling community, or any other grounds.



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach
Co-funded by the
European Union



government supporting communities

This project is co-funded by the Government of Ireland, through the Department of Social Protection, and the European Union.

“Tá an tionscadal seo cómhaoinithe ag Rialtas na hÉireann, tríd an Roinn Coimírce Sóisialaí agus an tAontas Eorpach.

Region

Glasnevin, Co Dublin / Hybrid

Date Entered/Updated

22nd Jul, 2024

Expiry Date

13th Aug, 2024

Source URL: <https://www.activelink.ie/vacancies/community/109720-fit-fastrack-to-information-technology-project-coordinator-cuimsiu-programme>