

Business in the Community Ireland: WorkAbility Programme Co-ordinator (<https://www.activelink.ie/node/109819>)



Business in the Community Ireland (BITCI) is excited to invite candidates to apply for the position of **WorkAbility Programme Co-ordinator** in BITCI's Employment Team.

BITCI is a movement for change and a unique organisation. Our purpose is to inspire and enable businesses to bring about a sustainable, low carbon economy and a more inclusive society where everyone thrives. We act as trusted advisers in sustainability and corporate social responsibility.

We are offering an opportunity to join our friendly, dynamic team. We are passionate about supporting people to thrive through employment, education and training. In this role you will work with jobseekers with a health issue, injury, illness or disability by providing one to one career guidance. You will engage with businesses to match jobseekers to job opportunities and support both employer and employee in sustaining employment.

Job Title: WorkAbility Programme Co-ordinator

Job Purpose: Ensure that *WorkAbility* delivers a high quality, person-centred service to participants, which maximises employment outcomes and increases work readiness

Contract Type: Permanent (subject to funding) – Full Time (35 hours per week)

Reporting to: Head of Social Inclusion

Number of Direct Reports: Up to 3

Job Location: BITCI Head Office in Dublin 7 and locations across Dublin. Occasional travel outside of Dublin. Hybrid working.

Travel: Travel Required

Salary: €41k – €50k

Please note that you must hold current eligibility to work in Ireland to be considered for the role.

SEE FULL JOB DESCRIPTION BELOW FOR FURTHER DETAIL

Benefits offered:

- Annual leave: 23 days annual leave per year pro rata, rising to 26 days after 1 year,
- PRSA: Option to join the Company's PRSA scheme after six months' service - 5% employer contribution
- Flexible/hybrid working practices,
- Career growth – We want you to grow with us,
- Access to our Employee Assistance Programme including free virtual GP visits,
- Cycle to work scheme, including claiming back your millage,
- TaxSaver commuter scheme,
- Supports to set-up home office and provision of all necessary IT infrastructure for remote working,
- Volunteer days, – We encourage you to give back to the community,
- Did we mention great teammates?

How to Apply

To apply for this role please send your **CV and cover letter** via email to careers@bitc.ie (<mailto:careers@bitc.ie>) by **Friday the 16th of August @ 5 pm** and mark the Subject Line **WorkAbility Co-ordinator**. Interviews will be held at our office in Dublin 7 shortly after the closing date. We look forward to receiving your application.

Business in the Community Ireland is committed to creating a diverse environment and is proud to be an inclusive employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or socio-economic status.

Note: Applicants who anticipate needing assistance for any part of the application process may contact, in confidence, infohr@bitc.ie (<mailto:infohr@bitc.ie>)

Region

Dublin 7 / Hybrid

Date Entered/Updated

26th Jul, 2024

Expiry Date

16th Aug, 2024

Attachment

[Job Description and Job Ad WorkAbility Coordinator-August 24_0.pdf](#)

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