

Focus Ireland: Education and Employment Worker, Day Services, PETE Dublin (<https://www.activelink.ie/node/110551>)



Education and Employment Worker, Day Services, PETE Dublin

Location: Dublin 2

Contract: Full-time, 2-year, Fixed Term

(Starting Salary €36,687 - €39,856.49)

The purpose of this role is to support individuals in accessing education, training, and employment opportunities to help them achieve their goals. You will provide personalised guidance, helping customers build confidence and develop the skills needed for success. Working closely with community partners and team members, you will play a key role in connecting customers with the resources and opportunities that match their aspirations. This position is ideal for someone who values autonomy but thrives as part of a collaborative team, with a focus on making a positive impact in people's lives.

What you will do:

- Empower customers to reach their potential through education, training, and employment support.
- Assess a broad range of customer interests and skills gaps, providing customised 1:1 guidance to support progression into education, training, or employment opportunities.
- Develop high-quality, deadline-driven education plans with clear goals.
- Support customers with CVs, job applications, and interview preparation techniques to enhance job search success. Provide coaching on employer expectations.
- Promote the service and take responsibility for seeking referrals.
- Develop and maintain links with a wide range of education, training, and employer resources in the community.
- Provide customers with opportunities to make informed decisions and support their application process.
- Stay aware of ongoing developments in the education, training, and employment sector.
- Work under the supervision and direction of line management within the project.
- Work both independently and as part of a team.
- Adopt a trauma-informed, client-centred approach, encouraging autonomy and independence. Seek feedback from customers.
- Be familiar with and comply with all relevant Focus Ireland policies (e.g., Data Protection, Child Protection, Confidentiality, Customer Complaints, Health and Safety, Personnel).
- Maintain accurate records and statistics in line with Focus Ireland policy.
- Participate in the evaluation and development of the service.
- Liaise and collaborate effectively with other Focus Ireland employees on organisational procedures and policies related to personnel, finance, administration, research, development, education, public awareness, and services.
- Be vigilant to any Health, Safety, and Welfare risks in the workplace and report concerns to your Line Manager or Health & Safety representative.
- Attend and contribute to team, section, and agency meetings as required.
- Engage in regular supervision sessions with the Team Leader.
- Participate in Reflective Practice to support professional development.
- Take part in relevant training and development courses as agreed with your manager.
- Undertake other duties as assigned from time to time.
- Work within the overall objectives of Focus Ireland.

What you will need:

- A relevant 3rd Level Degree in adult/further education, employment, social care, youth & community work, or a related subject.
- A self-motivated, helpful, and enthusiastic professional attitude with experience in target-driven work environments.
- Excellent verbal and written communication, along with strong planning and organisation skills.
- Experience working with marginalised individuals in education, training, or employment progression settings, both one-to-one and in groups.
- Experience supporting individuals with literacy and numeracy challenges.
- The ability to work effectively as part of a team, multi-task, follow direction, work at a fast pace, and respond constructively to feedback.
- Strong interpersonal skills, the ability to work within targets and progression pathways, and flexibility in adapting to changing customer needs.
- Persistence, resourcefulness, and attention to detail.
- Excellent written communication and IT skills.
- Knowledge of the Irish educational system, the ability to tutor one-to-one or facilitate small groups, and literacy awareness (*Desirable*).

To apply please submit your CV [Here \(https://login.hirelocker.com/focus-ireland/jobs/30023/education-and-employment-worker-day-services-pete-dublin-dublin\)](https://login.hirelocker.com/focus-ireland/jobs/30023/education-and-employment-worker-day-services-pete-dublin-dublin)

Closing date for applications: 12.00 p.m., 12th of September 2024

Focus Ireland is an equal opportunities employer.

Region

Dublin 2

Date Entered/Updated

29th Aug, 2024

Expiry Date

12th Sep, 2024

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