

## **Irish Refugee Council: Employment Officer** **(<https://www.activelink.ie/node/111908>)**



### **Job title: Employment Officer**

**Team / Area:** Employment

**Position type:** Full-time

**Hours:** 35 hours / 5 days per week

**Location:** Dublin

**Travel:** Yes, but rarely

**Salary:** €36,000

**Reporting to:** Head of Services

**Annual Leave:** 25 days per year

**Contract duration:** 1 year

**Date posted:** 31st October 2024

**Application Deadline:** Friday, 15th November 2024 at 5pm (strictly)

### **Introduction and overview**

#### **Introduction**

The Irish Refugee Council believe in a fair and inclusive society for people seeking international protection in Ireland. We believe that every person has a legal right to claim asylum and to have their application considered in a fair and transparent manner, in accordance with the 1951 Convention relating to the status of refugees.

Our work involves services and support to people seeking international protection and refugees. We provide information and early legal advice. We also provide integration supports around housing, education, employment, youth work and resettlement. Through our services we identify trends and issues that require change and advocacy

#### **Overview of the role**

We are seeking a talented, enthusiastic and motivated Employment Officer to join our Employment Team. The person will lead an innovative and exciting new project aiming to address the barriers to employment that are experienced by people who are international protection applicants or have refugee status in Ireland, specifically aiming to support people who are seeking to apply for permission to work and who are at beginning of their careers here in Ireland.

The role has three elements: (1) providing one to one support, (2) outreach to IPAS centres and, (3) holding webinars and general information sessions. All with the objective of assisting people to apply for permission to work and to take their first steps into employment.

### **Job Description**

## Key Responsibilities and Duties:

- Supporting people with permission to access the labour market applications.
- Providing one to one employment case work support and mentoring, providing information on the employment process in Ireland, to people seeking protection, including referrals to other agencies/IRC staff as necessary
- Holding outreach sessions in IPAS accommodation centres or other locations as required.
- Hosting online webinars and general information sessions on the Right to Work and the process.
- Preparing written reports and maintaining records where necessary.

## Please note:

The duties as outlined above are indicative of the main activities to be undertaken. They are not intended to be exhaustive, and they may be subject to reasonable change in line with the future direction and changing needs of the organisation. None of these duties will be outside the capability of the worker.

## Person Specification: Qualifications, Experience, and Skills Required

- An enthusiastic, motivated, self-starter with ability to work on own initiative.
- One or more years' experience (or relevant) of working with people seeking asylum or refugees.
- Demonstrable understanding of the target group's needs and issues.
- Demonstrable knowledge and experience of the Irish employment market and training and education opportunities.
- Demonstrable knowledge of agencies that provide support, training and educational services to marginalised groups.
- Ability to work in partnership with people to utilise strengths-based and empowerment approaches.
- Experience in career coaching would be desirable but not essential.
- Experience of providing workshops and information sessions to a group of people.
- Excellent communication skills: verbal, written, report writing and presentation.
- Excellent organisation and record keeping skills.
- Good computer skills with competence in using email, Microsoft Office, & CRM.
- Ability to work effectively as part of a team as well as independently.
- The ability to work under pressure and meet deadlines.
- Flexible, innovative and adaptable to change.
- Fluency in English is essential.
- Fluency in another language is desirable but not essential.
- We particularly welcome applications from people from a migrant or refugee background, lone parents, Travellers and people with disabilities.
- An offer and acceptance of this role is conditional on you having authorisation to work in Ireland and is subject to you holding a valid visa and/or work permit when required.

## Equality, Diversity and Inclusion

The Irish Refugee Council is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. We welcome applications from everyone, from people with direct experience of the international protection process and who have lived in Direct Provision.

## Staff Benefits and Salary

- 25 days annual leave plus additional paid leave at Christmas.
- A comprehensive induction process.
- A diverse working environment.
- Employee Assistance Programme that offers expert counselling and support.
- Flexible and supportive working arrangements.
- Ability to work from home (2 days a week maximum)
- Opt in pension after passing probation period.
- Car and Bike parking
- A commitment to professional development including access to an annual career professional development fund.

## Application Process

To help us process your application efficiently we would be grateful if you could follow

**these guidelines carefully, thank you.**

1. Please send **one pdf file** including your **CV and cover letter** to [recruitment@irishrefugeecouncil.ie](mailto:recruitment@irishrefugeecouncil.ie) (<mailto:recruitment@irishrefugeecouncil.ie>) - give the file your name.
2. The content of emails will not be included in your application so please include all details in your cover letter.
3. The phrase "**Employment Officer**" must be inserted into the **email subject matter line**.
4. The cover letter must **clearly address the requirements** outlined above. Only applications addressing the requirements will be considered. Applicants should give examples of how their experience meets the points listed in the Person Specification.
5. **Deadline for application is strictly Friday 15th November at 5pm.**
6. Each application will receive an automated email acknowledgment upon receipt of application.
7. Within two weeks from the closing deadline we will email you to advise if you have been called for interview or not.
8. Interviews will be held in person.

**Region**

Dublin

**Date Entered/Updated**

1st Nov, 2024

**Expiry Date**

15th Nov, 2024

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