

## **South Dublin County Partnership: Access Officer (Part Time)** **(<https://www.activelink.ie/node/112211>)**



An Roinn Breisoidreachais agus Ardoideachais,  
Taighde, Nuálaíochta agus Eolaíochta  
Department of Further and Higher Education,  
Research, Innovation and Science

### **Vacancy for Access Officer (part time) 21 hours per week**

#### **One Year fixed term contract**

A vacancy has arisen for part-time position as Access Officer with responsibility for the Clondalkin Access Network (CAN) funded by the Department of Further and Higher Education, Research, Innovation and Science. This position is managed by South Dublin County Partnership under the Lifelong Learning remit.

South Dublin County Partnership works with people who are socially excluded or are at risk of becoming so and promotes social cohesion and labour market participation with a focus on the most disadvantaged neighbourhoods. This is achieved through a range of integrated activities in Education, Training, Job Placement, Early Childhood Services, Enterprise Support and Community and Environmental Programmes. **South Dublin County Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.**

The Access Officer will be primarily responsible for the delivery and development of the Clondalkin Access Network (CAN) working with Collinstown Park Community College, Deansrath Community College and St Kevin's Community College staff and students to provide a range of interventions aimed at supporting progression to higher education, further education, apprenticeships and traineeships for underrepresented groups.

#### **The successful candidate will have:**

- A qualification in education, further education and training, youth work, social sciences or a related field is essential
- A minimum of 3 years' working within the area of Access and/or communities impacted by socio-economic and educational disadvantage
- Evidence of project work and developing new initiatives which have an impact on the student cohort in question.
- Experience dealing with a diversity of students in a student-facing, student support environment.
- An understanding of the National Access Plan and other relevant policies relevant to promoting equity of access to further and higher education.
- An understanding of the barriers in access to further and higher education
- An understanding of the needs of young people at risk of leaving school early
- Experience of working in collaboration with schools, youth and community groups to prevent early school leaving
- Excellent inter-personal and communication skills
- Understanding of financial systems/procedures
- Excellent report writing skills
- Good communication skills
- Strong IT, digital media skills, experience of CRM systems

#### **Other**

- Garda Vetting will apply to this role.
- Full clean driver's license and access to a car for the purposes of carrying out the duties contained in the job description.

#### **Remuneration Package & Benefits:**

- **Salary Scale for this position €34,486 (point 1) – €40,810 (point 4) pro rata per annum for part time will apply**
- Salary Scale commensurate with experience and qualifications.
- Excellent Pension of 10% employer's contribution after successful probation period.
- Access to HSF private health insurance.
- Access to training and development opportunities to support the candidate in their role.
- Access to Employee Assistance Programme
- Opportunity to apply for up to one day (part time) remote working as per SDCP (South Dublin County Partnership) policy.

## APPLICATION PROCESS

### Postal Applications:

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send three copies of your up-to-date detailed CV (no more than 2 pages) and cover letter accompanied with **completed confidential form** marked: **CAN Access Officer Ref. 163/ 2024** to:

**Administration & Operations Department,  
South Dublin County Partnership,  
Unit D1,  
Nangor Road Business Park,  
Nangor Road,  
Dublin 12**

**OR** alternatively email your **CV, Cover letter and an application form** to [jobs@sdcpartnership.ie](mailto:jobs@sdcpartnership.ie) (<mailto:jobs@sdcpartnership.ie>) – subject box to be marked: **CAN Access Officer Ref. 163/ 2024**.

**Closing date for receipt of applications: 5.00pm, 6th December 2024**

Please provide the names, address, occupation, and contact details of two referees. (Contact will not be made without prior notification to you). Please note that no individual correspondence will be entered.

Late applications cannot be considered. Shortlisting of candidates will apply.

***South Dublin County Partnership is an Equal Opportunities Employer and welcomes applicants from a diversity of backgrounds.***



### Region

South Dublin

### Date Entered/Updated

18th Nov, 2024

### Expiry Date

6th Dec, 2024

### Attachment

[163 CAN Access Officer App Form.docx](#)

### Size

715.19 KB

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