

Way 2 Work Ireland: Relationship Coordinator - Leinster Region **(<https://www.activelink.ie/node/113103>)**



Position Title: Relationship Coordinator - Leinster Region

Employer: Way 2 Work Ireland

Reports to: Team Leader

Salary Scale: €36,000 – €38,000 per annum (gross)

Working Hours: 40 hours per week, Monday – Friday, 9am -5pm.

Work Location: Hybrid: mix of home office, site/school visits and Way 2 Work office (Dublin 18).

Start Date: Immediate, pending Garda vetting clearance and successful reference checks.

Contract Type: Fixed-term until December 2025, with the possibility of extension subject to funding availability.

Background

Way 2 Work Ireland was founded in 2019 and operates as a company limited by guarantee (CLG). In 2020, the organisation received Charitable status. Way 2 Work's mission is to support ambition and create potential life-fulfilling opportunities for all young people in Ireland irrespective of privilege or background.

Purpose of the Role:

The Relationship Coordinator will be based in the Leinster Region (primarily North Dublin) and they will work predominantly with young people in DEIS schools participating in the TESS School Completion Programme. The primary focus is to build meaningful relationships with these young people, providing guidance and support to upcoming school leavers. A key purpose of this role is to network with local employers to create opportunities for service users, enabling their progression into employment, apprenticeships, or further education.

Although the relationship coordinator will mainly be working with young people in the School Completion Programme, this role also involves supporting some care-experienced young people engaged with Tusla's Aftercare, Social Work, and Residential departments.

Key Responsibilities

- **Community Engagement:**
 - Strengthen relationships with Way 2 Work Ireland's private partners and community stakeholders.
 - Build a local network of employers interested in supporting Way 2 Work Ireland's training and trade craft initiatives.
 - Build and maintain relationships with DEIS schools and School Completion Programme Coordinators.
- **Youth Support:**
 - Provide professional advice and guidance to young people, helping them create tailored training and employment plans.
 - Act as a key worker for young people, offering one-to-one support to achieve their personal goals.
 - Promote the rights and well-being of young people while upholding their dignity and individuality.
- **Awareness and Resources:**
 - Increase community awareness of Way 2 Work Ireland's initiatives.
 - Develop a thorough understanding of local resources that can support the needs of young people in the

programme.

- **Compliance and Reporting:**
 - Adhere to Way 2 Work Ireland's policies and procedures.
 - Ensure all reporting meets legislative and organisational guidelines.
 - Comply with national and European policies for youth and young adults.
- **Other Duties:**
 - Undertake additional related responsibilities as needed.

Role Criteria

- **Education & Experience:**
 - A Level 7 or higher qualification in Applied Social Care, or equivalent.
 - Experience in social care, particularly in childcare-based residential or aftercare day supports, is an advantage.
- **Skills & Attributes:**
 - Strong commitment to supporting young people in DEIS school attendance or with care-experienced backgrounds.
 - Previous experience with Salesforce and Microsoft Suite is an advantage, but training will be provided.
 - Excellent verbal and written communication skills.
 - Ability to work independently and as part of a team.
 - Excellent report-writing skills.
- **Additional Requirements:**
 - A full, clean driver's license.

**Way 2 Work Ireland reserves the right to review and vary this Job Description as required, after appropriate consultation with the employee, in response to the changing needs of Way 2 Work Ireland and / or legislative changes*

Way 2 Work Ireland is an equal opportunity employer. We welcome applications from all individuals, regardless of background, identity, or circumstances.

How to Apply

If you are interested in applying for this position, please submit the following to info@way2work.ie (<mailto:info@way2work.ie>):

1. An up-to-date CV
2. A cover letter outlining why you are suited for this role

Closing Date: 5pm on Friday 31st January 2025.

Region

Leinster

Date Entered/Updated

14th Jan, 2025

Expiry Date

31st Jan, 2025

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