

AHEAD: WAM Project Officer

(<https://www.activelink.ie/node/113316>)



Job Title: WAM Project Officer

Reports to: Senior WAM Project Officer

Duration: This position is offered on a permanent contract commencing as soon as possible.

Location: AHEAD offices are located within the UCD Smurfit Business School campus in Blackrock, Co. Dublin, however, AHEAD operates a hybrid-working model for most employees and it is expected that the majority of staff will work in-office 1-2 days per week and from home for the remainder of the week.

Hours: The successful candidate will work full-time (8 hours per day including 1 hour for lunch) with flexible start times on agreement between 08:00 and 10:00. Occasional weekend/evening work may be required for out of hours events.

Salary: The salary range for this position is €31,698 to €34,531 commensurate with AHEAD's pay scale and experience.

AHEAD also offers the following benefits to employees.

- Rewarding and flexible working environment
- Comprehensive needs assessment for employees with disabilities
- 25 days annual leave per annum
- Additional Performance related leave of up to 2 days
- Company pension scheme effective after probation usually six months (contribution by AHEAD at 5% and 7.5% of salary after five years' service)
- Access to EAP (Employee Assistance Programme) covering a range of services such as nutrition, fitness, legal, financial and wellbeing supports in addition to free mental health counselling and coaching.

Nature and Scope:

The WAM Project Officer will work alongside a team of Project Officers reporting directly to the Senior WAM Project Officer. The WAM Project Officer will work with and support employers in the recruitment for WAM Placements, build systems to manage disability in the workplace and to assess the support and workplace accommodation needs of graduates with disabilities starting on internship programmes. The WAM Project Officer will participate in a diverse range of activities alongside engaging with stakeholders including organising and managing employer training events both on and offline and promote inclusive workplace practices.

Key Responsibilities:

Please see Job description below.

Essential Requirements:

Required Experience & Skills

- Minimum of 2 years' experience working in an administrative or similar role.
- Demonstrable organisational skills such as maintaining accurate records, preparing evaluations, event management and report writing.
- Ability to communicate messages effectively in a variety of contexts, e.g. presenting at events, training employer staff and facilitating meetings.
- Demonstrated experience of ICT skills including database management (excel), word processing, and associated report formatting etc.

- Knowledge of issues concerning disability and the workplace and other equality issues.

Desirable Experience & Skills

- A third-level qualification in a relevant area.
- Knowledge of content management systems (e.g. Mailchimp, Wordpress and eLearning platforms etc.)
- Understanding of how to produce accessible documents/events.

Full details of the role please see Job Description and Application Form attached below and further information can be found here (<https://www.ahead.ie/vacancy-wamprojectofficer-jan25>) or at www.ahead.ie (<http://www.ahead.ie>)

How to Apply:

To apply for this role, please send a completed application form (https://www.activelink.ie/sites/default/files/attach/notice-entry/2025/01/22/WAMProjectOfficer_AppForm2025.docx) and CV with the subject line, "WAM Project Officer" to AHEAD's Operations Manager, Angela Glancy via email angela.glancy@ahead.ie (<mailto:angela.glancy@ahead.ie?subject=WAM%20Project%20Officer>) by **3pm, Wednesday 5th February**.

Please note, candidates will be shortlisted based on their application form (https://www.activelink.ie/sites/default/files/attach/notice-entry/2025/01/22/WAMProjectOfficer_AppForm2025.docx) only.

For shortlisted candidates, first round interviews will take place virtually the week of 17th February with second round interviews provisionally scheduled for the week of 3rd March with a start date as soon as possible.

AHEAD is an equal opportunities employer. Applications from people from diverse backgrounds are welcome and AHEAD will provide reasonable accommodations for candidates with disabilities where appropriate, as identified through our needs assessment process.

Region

Blackrock, Co Dublin / Hybrid

Date Entered/Updated

22nd Jan, 2025

Expiry Date

5th Feb, 2025

Attachment	Size
AHEAD - WAM Project Officer - Job Description - 2025.docx	37.42 KB
WAMProjectOfficer_AppForm2025.docx	35.96 KB

Source URL: <https://www.activelink.ie/vacancies/education-training/113316-ahead-wam-project-officer>