

## **Our Lady of Lourdes Community Services Group: Southside Employment Mentor (<https://www.activelink.ie/node/113690>)**



### **Southside Employment Mentor**

**Employer:** Our Lady of Lourdes CSG

**Address:** OLOL Community Action Centre, Greenfields Cross, Rosbrien, Limerick V94KX9V

**Job Title:** Southside Employment Mentor

### **Overall Purpose of Job:**

The Southside Employment Mentor will be embedded in Our Lady of Lourdes 4 days, and one day per week in Southill Hub.

The key aspect of the Employment Mentor role is to provide community members with one-to-one support. This pre-employment, person-centered process identifies individuals seeking training, employment & educational opportunities and takes steps on a case-by-case basis to reduce barriers. The role plays an integral role in targeting the most hard to reach and vulnerable in our communities through outreach and accompanying individuals on their journey towards training, employment and education.

**Reporting to:** Centre Manager

### **Key Areas of Work:**

#### **Programme Delivery and Development:**

- Engage with communities and individuals within the Southside regeneration areas of Limerick through outreach.
- To identify and work with individuals that are the most distant from the workplace and in need of intensive personal and career development.
- Engage and liaise with the Outreach to Employment project team and Community Mentors to establish special purpose training, arrange for employment opportunities and provide the necessary support services to ensure sustainable employment for as many programme participants as possible.
- Aim to increase their employability by enhancing their personal and social competencies and increasing their preparedness for progression towards employment.
- Work and liaise with key agencies/stakeholders in the field of employment, education and training.

#### **General:**

- Work from a Community Development/Strengths Based Approach ethos.
- Support the vision, mission and aims of the organisation, including promoting and supporting health and wellbeing, operating to highest professional standards etc.
- Operate within the Centre's principles of trust, confidentiality and community focused ethos.
- Work as part of a team, engaging in team meetings and appropriate supervision, review and planning sessions.
- Working with colleagues in other areas of the organisation to deliver on community needs.
- Undertake additional duties as may be required from time to time.

## Administration:

- Maintain records and files on the programme throughout.
- Maintain accurate financial records & work with the team to access and drawdown funding.
- Support and develop new and existing groups in the local community.

## Person Specification

### Professional Knowledge and Skills:

- National recognised Qualification in Community Development or relevant discipline.
- Experience in planning, implementing and evaluating programmes.
- Proficient IT skills, report writing, data collection.
- A strong understanding of the principles of community development.
- Ability to communicate effectively and appropriately to people across the target group.
- Experience of working with vulnerable groups or employment programmes
- Self-starter with the ability to work on own initiative.
- Ability to communicate and collaborate across a range of age groups, sectors and agencies involved in the programme
- Applicants must be available for evening or weekend work
- 1 years' experience in professional or voluntary capacity.

**Hours of Work:** 39 hours per week, predominantly afternoons and evenings with some flexibility required in accordance with service needs

**Salary** €35,600

This is a 1 Year Fixed Term Contract. This role is funded by Limerick City and County Council, Limerick & Clare Education & Training Board and Limerick Enterprise Development Partnership.

## How to Apply

Please return CV and cover letter to [careers@ololcsg.ie](mailto:careers@ololcsg.ie) (<mailto:careers@ololcsg.ie>)

**Closing date:** 21.02.25 @5pm Successful application will be invited to interview.

### Region

Rosbrien, Limerick

### Date Entered/Updated

7th Feb, 2025

### Expiry Date

21st Feb, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/113690-our-lady-of-lourdes-community-services-group-southside-employment-mentor>