

## **Galway Rural Development: WorkAbility Officer** **(<https://www.activelink.ie/node/114631>)**



### **WorkAbility Officer**

**Job Description:** WorkAbility Officer – Galway Rural Development

The WorkAbility programme brings people with disabilities who are not work-ready closer to the labour market. It promotes employment prospects for people with disabilities who are in the labour market or who are distant from the labour market.

The WorkAbility programme supports national, regional and local organisations that have experience of working with people with disabilities and who can provide progressive pathways into education, training and employment (including self-employment) for participants based on their needs, their abilities and their potential.

### **Core Responsibilities**

- Liaise with the existing employment supports for people with disabilities provided by the Department of Social Protection, positioning this new programme as a valuable addition to the suite of programmes available.
- Support projects that provide progressive pathways into employment (including self-employment) through education, training, skills development, and in-work supports for participants based on their needs, their abilities, and their potential.
- To support the coordination of employment services at a local and county level and to support the development of workplace positions with businesses and local community groups across County Galway.
- To complete all relevant paperwork and ensure detailed records are kept as required. To maintain strict confidentiality of personal information about service users and adhere to GRD policy and procedure in this regard.
- To carry out other related duties as required by the needs of the project, clients and the organisation.

### **Requirements:**

A relevant third-level qualification such as social sciences/social care, the disability sector, community development, or a combination of relevant education and experience.

Have a full clean driving licence and access to a car.

### **Experience and Knowledge:**

- Experience in a similar position or in community services/disability/social sector in Ireland or elsewhere an advantage.
- Experience of working with community-based organisations in areas such as disabilities, needs identification and analysis and capacity building.
- Experience of report writing and presenting.
- An understanding and ability to relate to and work with people across cultures and backgrounds.
- Experience of working in partnership with a wide range of other organisations.

### **Skills/Abilities:**

- Highly organised, with the ability to work well under pressure.

- Have a flexible and adaptable work approach.
- Good listening and communication skills.
- Excellent IT skills and record keeping skills.
- Ability to work as part of a team and independently with an ability to set and meet goals.

## Terms & Conditions:

This is for a 35 hours per week contract. GRD has been approved funding for the period 1st January 2024 to 31st December 2028, subject to funds being made available each year through the annual budgetary process. The candidate must be flexible and willing to work hours suited to the community sector.

The project will bridge gaps, offer tailored training, foster partnerships with employers, and provide holistic support, forging lasting career pathways and reshaping employment perspectives.

**Location:** The position will be based in Tuam, with a combination of remote. and outreach work across North Galway.

The role will work with individuals, employers and other stakeholders to enhance the engagement of participants in meaningful employment.

**Salary:** The salary will be based on the SICAP Officer pay scale, depending on experience.

## Application Process:

Please send your up-to-date detailed CV and cover letter by email to James Applegate [ajapplegate@grd.ie](mailto:ajapplegate@grd.ie) (<mailto:ajapplegate@grd.ie>). Please reference “**WorkAbility - CV Confidential**” in the subject box.

**Closing date for receipt of applications:** Monday 14th April 2025 at 5pm. Galway Rural Development is an Equal Opportunities Employer.



### Region

Tuam / North Galway

### Date Entered/Updated

25th Mar, 2025

### Expiry Date

14th Apr, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/114631-galway-rural-development-workability-officer>