



Title	Employment in Recovery Project Officer
Status	Permanent subject to probation
Location	Offices of Liffey Partnership commencing in Dublin 1
Reporting to	Health & Inclusion Programme Manager
Salary	LP Officer Level 2 Scale, starting point circa 41k
Working Hours	Available on a 35- or 28-hour week (pro-rata) depending on the preference of candidate

Role Description

Role Purpose - The Employment in Recovery Project Officer is required to work as part of a staff team implementing objectives and actions set out in the Company's Annual Programme of Work.

Responsible for - The day-to-day running and delivery of the of the Careers EDGE employability platform for people with a history of drug and alcohol use.

Summary of the Job;

To ensure the provision of an effective range of programmes for clients of the Careers EDGE programme. This covers a wide range of operations and activities which includes:

- The co-ordination and delivery of appropriate services to the client group of the programme
- Liaison with a team of specialist providers and ensure efficient delivery of learning components that will enable participants to progress into further training, education and employment
- Liaison with the management and the Board of the Partnership and a range of other key stakeholders and agencies

Key duties include:

- To be responsible for the delivery of the Careers EDGE programme – an employability initiative for people with a history of substance misuse
- Branding, promotion and marketing of the Careers EDGE programme to potential clients and other stakeholders.
- Convening and act as secretariat to Careers EDGE multi-agency steering group.

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- Working with a wide range of addiction services and other local agencies to recruit potential clients for the Careers EDGE Programmes
- To assist clients to maintain drug free status and to achieve their goals of accessing education, training and employment
- Identifying emerging themes/issues and client needs and ensuring these are raised and responded to appropriately including signposting/referring clients to appropriate services in the community e.g. mental health
- Engage employers on a regional basis to provide quality, meaningful work experience placements for clients as part of the Careers EDGE programme
- To ensure client adherence to the policies and procedures of the Careers EDGE programme
- To ensure effective administration of all aspects of the programme including registration, data consent and use of the company's CRM system to track client engagement and progression.
- To provide oral and written reports as requested (at a minimum of 4 times per year)
- Incorporate best practice in delivery of evidenced based approaches to issues of drug and alcohol rehabilitation and reintegration into the delivery of the Careers EDGE Programme
- Establishing and maintaining a panel of specialist providers (tutors/counsellor/keyworkers) for the Careers EDGE programme and ensuring specialists adhere to Liffey Partnership policies and procedures
- Coordinating a panel of tutors to deliver a programme underpinned by evidence based approaches to participants.
- To engaging in internal support and supervision and to work collaboratively with other members of the Health & Inclusion teams.
- Payment of invoices, planning and monitoring spend on Careers Edge budget in collaboration with the Health & Inclusion Manager
- Supporting the achievement of programme objectives and participant outcomes (33% progression to employment, 33% progression to education, 33% other progressions)
- Collate, monitor and present statistical information on participant and programme outcomes and ensure all programme participants are tracked
- Following up with past participants to review their outcomes and progression routes
- Ensure all programmes and participants are registered on LP's CRM systems
- Adhere to Professional Standards and Code of Ethics in the Company
- Undertake other duties and responsibilities as may be assigned.

Person Specification

- Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to LP's ethos and vision and ideally have the skills and attributes as detailed below.

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Qualifications

- The Project Officer will be able to demonstrate practical experience of barriers to employment affecting individuals with a history of substance misuse. A relevant third level qualification and at least 1 years' experience in a similar type role is a minimum requirement. In exceptional circumstances, a candidate may be appointed who does not hold a third level qualification but who possesses a very considerable amount of job-related experience

Knowledge & Expertise

The Project Officer should be able to demonstrate experience and expertise in the following areas:

- Minimum of 1 years' experience working in a relevant professional field (addiction services, employment services, recruitment/human resources).
- Knowledge of facilitation, group work and the principles of adult education and lifelong learning
- Demonstrated understanding of relevant policies and strategies e.g., Reducing Harm, Supporting Recovery 2017-2025
- Must have experience of working directly with adults in a community setting or related area
- Knowledge of best practice in addiction recovery and reintegration
- Knowledge of education and training programme design
- Experience in making and securing effective referrals to and from partner organisations
- Experience in working with vulnerable client groups
- A record of planning, achievement and implementation
- Must have knowledge and understanding of the factors impacting on disadvantaged communities in relation to substance use
- Must demonstrate an understanding and commitment to social inclusion and a strengths and capacities approach
- Must have experience of establishing contact and developing relationships with key stake holders including statutory bodies, employers and other sector stakeholders

Skills & Competencies

The Project Officer should be:

- Empathetic to the needs of those most distanced from employment, particularly those who have a history of substance use
- The ability to work sensitively and in an empowering way in a community setting

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- Flexible, creative with the ability to adapt to a changing and challenging environment
- Able to work in a self-directed manner, a self-starter with excellent project management skills
- Able to conduct themselves in a way that commands confidence and respect.
- Fair, impartial and open to new ideas and information
- In possession of excellent written (both academic and report/proposal writing), oral communication, facilitation and presentation skills
- Computer literate in dealing with standard MS word and data processing, spreadsheet and communication packages

Character & Personal Qualities

- Be passionate about learning and progression, creative and forward thinking
- Able to work in a self-directed dynamic manner, and to develop good working relationships with all stakeholders
- Appreciative of the main social, economic and environmental issues currently affecting the sector
- Fair, impartial and open to feedback, new ideas and information

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