



WorkAbility Support Officer

SECAD is seeking to recruit a **Part-Time Support Officer** to work within our WorkAbility Cork project.

Project context

WorkAbility Cork sets out to support people with disabilities to access employment, including self-employment as well as education, training, personal development and confidence building, to improve their progression opportunities and employment outcomes.

WorkAbility Cork covers the wider Cork area with a particular focus on South Cork. Midleton will be a key hub for training and upskilling with other locations also used as outreach centres (depending on participant locations, accessibility etc).

In partnership with Cork Chamber, SECAD targets employers at key locations throughout the county. These are likely to include employers in Little Island, Carrigtwohill and Ringaskiddy as well as smaller employers in towns such as Cobh, Midleton, Youghal. Collaboration with employers and employer networks and other strategic partnerships will be central to supporting up to 150 people with disabilities into employment.

The Project supports a wide range of participants with a disability as defined by the EIST i.e. persons with long-term physical, mental, intellectual or sensory impairments which may hinder their full and effective participation in society on an equal basis with others.

Main Project aims:

1. To improve the employment prospects of people with disabilities who are currently distant from the labour market.
2. To build the capacity of employers to recruit, retain and progress people with disabilities within their workforce.
3. To facilitate new partnerships amongst stakeholders (people with disabilities, disability services, employment services and employers) and new approaches to providing employment supports to people with disabilities.

Support Officer Role

This Officer will work closely with the SECAD Workability Employer Engagement Officer in order to maximise the employment opportunities being identified by the latter and our partner body,

Cork Chamber. It is essential that this role is understood as providing the pathway to the employment opportunities identified throughout the project lifecycle.

CORE RESPONSIBILITIES

Participant Support

- Recruit participants through liaison primarily with 'referral agencies' and via targeted promotional awareness campaigns and information sessions.
- Liaise with referral agents and build on existing linkages with local DEASP officers.
- Identify participant training needs and skills gaps to support the participants to access employment opportunities – working in tandem with the Employer Engagement lead.
- Coordinate and oversee a group training schedule for participants based on ongoing needs, working with external tutors
- Coordinate Procurement of external trainers and training schedules
- Provide person-centred one to one support to improve the life chances of people aged 18+ with disabilities by supporting them to achieve their potential and improve their social and economic participation
- Develop with the participants a Personal Action, customised CV, and provide interview preparation.
- Devise with other team members a clear annual action plan linked to annual outputs and programme targets
- Work with the SECAD Employer engagement lead to prepare participants for employment opportunities as they are identified by the Employer engagement lead
- Create and agree personal action plans and record outcomes when achieved.

Stakeholder Engagement

- Develop alliances with relevant stakeholders e.g. employment & social services, training bodies, disability agencies, community organisations.
- Build on existing alliances with relevant stakeholders for inward and outward referral purposes.

Reporting & Monitoring

- Record participant tracking on a dedicated CRM system in a regular and consistent manner.
- Review with Employer engagement lead and/or Social Inclusion Manager outputs & outcomes against programme targets.
- Operate within the agreed budget and provide agreed reports to Manager in line with set reporting timelines.

- Comply with relevant policies and procedures e.g. Health and Safety, [Safeguarding Vulnerable Persons at Risk of Abuse – National Policy and Procedures](#), Data Protection, Equal Status Acts 2000-2008, and the Disability Act 2005.

Experience Required

- Experience of working or volunteering with and supporting people with disabilities.
- Experience of conducting individual and group needs analyses with specific target groups.
- Experience of coordinating training schedules and external tutor support.
- Strong communication and organisational skills, capable of liaising with a wide variety of Stakeholders.
- Understanding and experience of working with disability organisations, relevant state bodies and local community and advocacy groups.
- Experience in project management and delivering projects with a defined timeline and work plan.
- Experience of designing and delivery of capacity building supports within the disability sector.
- Have strong communication, facilitation and report writing skills.
- Proficient in MS packages e.g. Word, Excel, Outlook, programme databases, CRM and SharePoint portals

Professional Qualifications and Experience

- A relevant Third level or professional Qualification is social studies, community development, disabilities, or related field.
- Successful candidates must satisfy Citizenship Eligibility requirements
- Have verbal and written fluency in English

Terms & Conditions

Post: Support Officer – Initial contract for 12 months, may be renewed depending on performance and funding availability (current Workability programme 2024-28).

Location: Primary base Midleton.

Reporting to: Social Inclusion Programme Manager / As designated by CEO

Role type: Part-time role only (3 days per week/21 hours)

Transport: Full and clean driver's licence is required with own means of transport.

SUBMITTING YOUR APPLICATION

Please submit your Application including an up to date CV and cover letter by email to recruitment@secad.ie marked 'WorkAbility Support Officer' by **Wednesday 30 April 2025 at 5pm.**

Shortlisted candidates will be contacted during the week of **12th May 2025.**

Interviews will provisionally take place on 21/22 May 2025 (to be confirmed).

SECAD Partnership is an Equal Opportunities Employer

About SECAD Partnership

SECAD Partnership CLG (SECAD) is a Local Development Company established in 1995. Our main office is located in Midleton, Co. Cork. SECAD's main development objective is to promote and enable sustainable development through our Rural Development and Social Inclusion programmes. SECAD has a voluntary Board of Directors and a staff team of c. 50 people.

SECAD works with individuals, community and voluntary groups, business, academia and other stakeholders to create a more vibrant, sustainable and inclusive society. SECAD manages a wide range of funds and services including social investment and employment support programmes, implemented on behalf of various Government Departments, State Bodies, the European Commission and the private sector. SECAD currently delivers a number of major programmes along with other smaller schemes and initiatives.

SECAD is delivering the Social Inclusion Community Activation Programme (SICAP 2024-2028) throughout South Cork including the Muscraí Gaeltacht. SECAD is an implementing partner for LEADER 2023-2027 on behalf of the South Cork and West Cork LCDC's. SECAD has vast experience in administering Irish government and European funds, as well as transnational co-operation projects including LEADER / Rural Development Programmes, Social Inclusion Programmes, the Local Area Employment Service (LAES), Rural Social Scheme and Tús (Employment Schemes), INTERREG, Intelligent Energy Europe, Erasmus + and the Programme for Employability Inclusion and Learning (gender equality). SECAD was recently approved funding for WorkAbility (ESF+ 2021-2027) and the Asylum Migration and Integration Fund.

Wild Work is a SECAD initiative with a social ethos. Wild Work supports employment activation, educates and raises awareness of nature and biodiversity and benefits society as a whole. To read more about Wild Work see www.wildwork.ie

As a Grant Making Organisation (GMO), SECAD manages community benefit funds throughout Ireland on behalf of various sustainable energy developers, infrastructure providers and others. A key area of expertise is community engagement - developing positive, effective links with communities, supporting them to access and maximise funding and services.

For more information on SECAD see www.secad.ie



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach

Co-funded by the
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This project is co-funded by the Government of Ireland, through the Department of Social Protection, and the European Union.

The WorkAbility: Inclusive Pathways to Employment Programme is co-financed by the EU Employment, Inclusion, Skills, and Training Programme (EIST) 2021-2027 and the Department of Social Protection (DSP).