



### Job Description

<b>Job Title:</b>	<b>Working Together / Ag Obair Lé Chéile Programme Employer Liaison and Outreach Worker (ELOW)</b>
<b>Duration:</b>	Annual Contract
<b>Probationary Period:</b>	3 months
<b>Hours:</b>	4 days per week
<b>Reporting to:</b>	Programme Co-coordinator, CEO and Board of FORUM Connemara CLG
<b>Location:</b>	Oughterard, Co. Galway

#### Background:

FORUM Connemara is a rural development partnership of voluntary, community and statutory bodies based in Connemara, with the objective of putting in place strategies and programmes to tackle the problem of rural decline and peripherality. FORUM Connemara was established to tackle disadvantage through increasing the capacity of groups and individuals within the project area. This work has continued over the last thirty-four years, implementing all its programmes using the principles of community development.

#### Aims of the 'Working Together' Programme/Ag Obair Lé Chéile

The programme will increase the capacity of people with disabilities and mental health conditions in Connemara to participate and be retained in the labour market, using job coaching principles to support the participant's progression. A core part of the work will take place with local and regional employers to increase people with disabilities participation in the labour market. This programme is funded by WorkAbility: Inclusive Pathways to Employment Programme.

#### The Programme:

The programme will support the progression of people, aged 16+, with physical/sensory disabilities, mental health conditions, acquired disabilities, intellectual disabilities, hidden disabilities & people on the autistic spectrum living in the Connemara Municipal district.

The programme will promote progressive pathways into training, education and employment (including self-employment) for participants, with a focus on key transition points between training, education and employment. The programme will promote independence, increase self-confidence, and skills levels amongst participants who, because of their rural isolation have limited access to employment, education/training, & social, information and support opportunities.



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## Key Areas of Work:

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the programme.

## Strategic and Operational Plan

- In line with the Project Plan support the delivery of the Working Together/ Obair Lé Chéile to address needs of people with disabilities, families, employers, and the wider Connemara Community.
- Work with stakeholders to ensure an authentic response to their needs and to tap into skills, strengths, and energy of people themselves.
- Direct work with employers with particular reference to objective 2 of the operational project plan.

## Project Delivery & Support

- Liaise with local and regional employers to promote the WorkAbility Programme
- Offer employment support resources and information.
- Coordinate project placements and oversee employment assistance in conjunction with the team.
- Contribute to planning, reviewing, and evaluating the Working Together/Ag Obair Lé Chéile initiative.
- Work with the Working Together team, employers, participants, steering committee, key stakeholders, and wider community to progress participants into training, education, employment and self-employment.
- Work with the co-coordinators to establish, maintain, and progress the work of the Local Groups.
- Work closely with key referral agencies for the best outcomes.

## Project Team

- Assist the team with organising, communications and reporting on all programme requirements to Pobal.

## Reporting and Records

- Document the work on an on-going basis and prepare regular work / progress reports / monthly reports for co-ordinator and steering group and Board.
- Assist the team with communications tasks.

## Other

- Complete any other tasks required that are in line with the Project Plan.
- Participate in relevant training.
- Any other tasks that may be assigned by the Board of Directors from time-to-time.



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## Other Relevant Information

### Hours of Work

The post holder will work 4 days per week.

Days and hours per day will be decided in consultation with the post-holder. The ELOW will be expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.

### Probation Period

A three-month probation period will apply.

### Confidentiality

The post holder will always observe confidentiality in relation to project business.

### Salary

The salary will have a starting point of €42,525 gross p.a. on a pro-rata basis.

### Holidays

21 days annual leave per annum (pro-rata).

### Travel Expenses

Travel expenses will be paid at government rates for mileage and subsistence is vouched up to government rates on production of receipts and in accordance with Forum Connemara CLG policy.

### Selection

Following the advertised closing date, the selection process for the post will consist of short-listing, structured interviews and reference checks and vetting through the National Vetting Bureau.



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**Job Title:** Working Together / Ag Obair Lé Chéile Employer Liaison and Outreach Worker (ELOW)(part-time)

**Name of Employer:** Forum Connemara CLG

This Person Specification is a description of the skills, knowledge and experience required for the position of **Working Together / Ag Obair Lé Chéile’ Employer Liaison and Outreach Worker (part-time) with Forum Connemara CLG.**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to work collaboratively and develop effective networks with employers, work placement providers, community organisations, educators etc.</li> <li>• Experience of working with people with disabilities / vulnerable groups and their families and carers.</li> <li>• Relevant qualification in Business/Community Development/Social Care or related field.</li> <li>• Experience of working in business/working with employers.</li> <li>• Good motivation, commitment and enthusiasm and capable of working both on own initiative and as part of a team.</li> <li>• Commitment to the values of inclusion and empowerment.</li> <li>• Strong organisational, communication, ICT (word, excel), financial and report writing skills.</li> <li>• Access to own transport with full driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of working in a rural operating environment.</li> <li>• Ability to converse through the medium of Irish would be an advantage.</li> <li>• Knowledge and experience of the Disability Support Programme such as Ability Programme.</li> <li>• Knowledge of employers supports grants and employment legislation.</li> </ul>



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