



Job Description

Job Title:	Working Together / Ag Obair Lé Chéile Programme Part-time Project Support Worker
Duration:	Annual Contract
Probationary Period:	3 months
Hours:	Part time (3 days per week)
Reporting to:	Programme Co-ordinator, CEO and Board of FORUM Connemara CLG
Location:	Clifden, 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.

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.

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.

Support Project Team

- Working to support the WorkAbility team, programme participants, the steering committee, key stakeholders and wider community to progress participants into training, education, employment and self employment.
- Assist the team with organising, communications and reporting on all programme requirements to Pobal.
- Input data on the CRM system on a weekly basis.
- Provide support to participants in preparing for work, participating in work, and maintaining retention and creating progression pathways.
- Support the development of the project activities in response to community needs.
- Deliver the projects's key-working system and ensure best practice in line with relevant legislation.
- Work closely with key referral agencies for the best outcomes for participants and families.

Project Delivery

- Promote local target group involvement in the Project – both participants and employers.
- Provide general support and information to individuals and groups experiencing social exclusion i.e. participants, families, employers and the wider community.
- Participate in planning, review, and evaluation of the work of the Working Together/Ag Obair Lé Chéile.

Financial Administration

- Undertaking procurement in line with Pobal guidelines
- Organising invoices, TCANs, bank details for programme suppliers
- Assisting with cheque book journals, SAGE date input
- Responsibility for filing all participant and programme data and handling information in line with GDPR and confidentiality.
- Data entry for the Pobal reporting CRM
- Assist in maintaining financial records and budgets.
- Provide administration, organisation and support for meetings, events and training.

Other

- Complete any other tasks required that are in line with the Project Plan.

General

- Document the work on an on-going basis and prepare regular work / progress reports for co-ordinator and steering group.

- Participate in relevant training.
- Any other tasks that may be assigned by the Board of Directors from time-to-time.

Other Relevant Information

Hours of Work

The post will be 3 days per week. Days and hours per day will be decided in consultation with the post-holder. The Project Support Worker 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 observe confidentiality at all times in relation to project business.

Salary

The salary will be commensurate with qualifications and experience and funding allocation. Grade 2 point 1 of the Pobal Pay Scales (version October 2020) €37,436 on a pro-rata basis p.a.

Holidays

An entitlement of 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.