

### Jobs Coach & Mentor Job Description

**Employer:** Meath Partnership  
**Job Title:** SICAP Job Coach & Mentor (*with specialisms in labour market activation & business mentoring*). [Special Purpose Limited Term Contract]  
**Location:** Meath Partnership Head Office, Kells, Co. Meath. Client supports to be delivered throughout the county as required.

**Responsible to:**

Programme Manager on a day-to-day basis and to the CEO thereafter.

**Purpose of the job:**

The successful candidate will join the *Social Inclusion Community Activation Programme (SICAP)* team in delivering a range of employment supports and services to disadvantaged individuals and jobseekers in County Meath. Bi-lingual fluency is highly desirable for this role but not essential, fluent English is however essential for this post. In respect of social inclusion, the SICAP Programme covers a diverse range of thematic areas and challenging social issues. Candidates will be expected to be dynamic and flexible in their approach to work.

**Main Duties to be delivered include:**

- Direct delivery of SICAP programme supports and services to jobseekers under Goal 2 of the SICAP programme
- Coaching and leading jobseeker clients throughout the employment (hiring) process.
- Business mentoring and guidance for clients wishing to start their own business, including; preparing and reviewing business plans, and providing guidance on cash flow analysis, business projections/costings.
- Organise and facilitate training programmes and workshops in line with clients' needs including career guidance, education, job training, start your own business, social media and employment placement.
- Establish relationships with local employers and agencies through business development and marketing campaigns to assist in the placement and progression of your job seeking clients.
- Organise, facilitate and/or attend recruitment events throughout County Meath supporting the employment activation of the caseload of job seeking clients.
- Network and liaise with INTREO regarding client referrals, and supporting clients through Self Employment Support Schemes and Grant processes.
- Help clients to identify and achieve their career goals
- Develop innovative actions to reach and engage with hard to reach target groups and promote their participation in the labour market
- Contribute as part of a team to the attainment of caseload targets and key performance indicators.
- Manage caseload and record deliverables in electronic and hard copy formats.
- Complete all administration requirements as set out in the SICAP programme guidelines.
- Undertake reporting, publicity, promotional initiatives and representational duties appropriate to the development of the SICAP programme.
- Assist in research and/or social policy initiatives appropriate to the development of the SICAP Programme.
- Such duties (including administrative duties) as may be assigned from time to time by the Programme Manager and/or CEO

### **Terms of Employment**

One position available. 37.5 hours per week. Due to the nature of the work a full driving licence and access to own transport is essential given the outreach services attached to the posts on offer. This position is subject to Garda Vetting in line with Meath Partnership policy.

**Duration:** Special purpose limited term contract up to December 2023. Contracts may be extended subject to provision of further SICAP funding. A three and six-month probationary period applies.

### **Personal Specifications for SICAP Job Coach and Mentor**

---

#### **Education Qualifications and Attainments**

- Have attained degree level education **or** professional qualifications relevant to Recruitment, Coaching, Career Guidance, Business Mentoring, Labour Market Activation, etc.

#### **Essential Knowledge and Experience**

- Previous professional experience in working with jobseekers, assisting them to secure paid employment
- Experience in the design and delivery of labour market activation initiatives and programmes that are outcome-driven in a positive context
- Ability to design, create and manage events to support jobseekers to secure employment
- Excellent organisational, administrative, creativity and ICT skills.
- Must be solution-focused, outcomes-driven and dynamic in your approach to the position.

#### **Desirable Skills, Abilities and Experience**

- Ability to work on own initiative and as a member of a team, working effectively within the support and supervision structures provided to meet high level goals and targets.
- Exceptional interpersonal skills.
- Ability to interpret and implement strategic plans and organisational policies.
- Ability to manage caseload effectively within a given timeline including reporting and budgetary constraints.
- Strong oral and written communication skills with an excellent command of English.
- Appreciation of the dynamics and characteristics of the local and regional jobs market.
- Previous experience in the direct provision of training.
- Management of sensitive data and confidential information.
- Ability to absorb, analyse and evaluate data and information from a variety of sources.

#### **The Successful Candidate will:**

- Have an understanding and knowledge of the range of social inclusion supports and services available including information and advice (including non-SICAP) provided by Meath Partnership.
- Be committed to meeting the identified needs of jobseekers and working with them to achieve progression into part-time, full-time or self-employment
- Demonstrate an ability to thrive in a highly pressurised, target driven environment.

This job description is intended to outline key duties and responsibilities for this position. It is not intended to be an exhaustive list of all duties, responsibilities and activities to be attended to. A flexible approach to tasks which arise that are not specifically detailed in this job description will be required.

**Salary:** €42,000 per annum pro rata increasing to €44,000 after 6 months, subject to the successful completion of the probation process and an extended contract of employment being available.

**Leave:** The annual leave entitlement is twenty-five (25) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is included in the annual leave entitlement detailed above.

### Application Process

To apply, please submit the following:

- A brief cover letter
- A curriculum vitae summarising your qualifications and relevant experience.

Please send your application to [info@meathpartnership.ie](mailto:info@meathpartnership.ie). Applications should be clearly marked “Job Coach and Mentor”. Meath Partnership is an Equal Opportunities Employer and all personal data will be retained in line with our GDPR policy.

Closing date for receipt of applications is **Friday 3<sup>rd</sup> March 2023**. Late applications will not be considered.

This position is funded through the Irish Social Inclusion & Community Activation Programme.



Rialtas na hÉireann  
Government of Ireland



Có-mhainithe ag an  
Aontas Eorpach  
Co-funded by the  
European Union



pobal  
government supporting communities



Social Inclusion &  
Community Activation  
Programme

The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.