Since its inception in 2000, the mission of Business in the Community Ireland (BITCI) is to harness the power of Irish business to maximise its positive impact on all its stakeholders. It is a non-profit organisation specialising in advice and guidance to leading companies on corporate responsibility and corporate community involvement.

By working with Ireland's leading companies, we make an impact on one of the most pressing societal issues in Ireland is the continued unemployment rates for marginalised people. Our Business Action on Employment tackles two key societal issues: integration and social inclusion.

The EPIC (Employment for People from Immigrant Communities) programme is an innovative programme open to all adults from EU states entitled to work in Ireland and those from non-EU states with stamp 4. The aim of EPIC is to assist this target group to find employment and/or further training and education in Ireland.

JOB DESCRIPTION

Job Title:	Career Counsellor
Contract Type:	Fixed Term; Full Time - 35 hours per week.
Responsible To:	Employment Programmes Co-ordinator
Job Purpose:	To provide a range of supports to our clients to help them find employment. Our clients are people from immigrant communities and people with a range of barriers to finding employment.

Primary Responsibilities:

- Assess the employment/training needs of individual clients along with their job readiness. Identify barriers to employment
- Develop an individualised and realistic career path plan with the aim of facilitating clients to secure a job.
- CV and cover letter preparation along with any other documents (e.g. Personal statements, application forms)
- Proactively search for employment and training opportunities
- Carry out Psychometric tests when appropriate
- Identify, support and refer clients with personal/social problems
- Assist with difficulties/personality changes associated with long term unemployment
- Issue references when appropriate
- Assist with Training if need arises- e.g. on etiquette, motivation, social media for finding employment etc.
- Liaise with existing training programmes in a variety of settings to provide progression placement for candidates in the community.
- Identify appropriate employers/training agencies to provide placements
- Provide post-placement support to clients placed in jobs or work experience placements

- Liaise with existing agencies including Local Employment Services, Area -Partnerships, FAS, to complement those services and avoid undue replication.
- Develop employer networks and identify placement/ voluntary opportunities.
- Maintain detailed records on all clients.
- Furnish reports to the Programme coordinator and attend meetings when required.
- Actively participate, in conjunction with your Programme coordinator, in your own training and development needs and appropriate training and development activities.
- Perform such other duties as appropriate to the post that may be assigned to you by the Programme coordinator from time to time.
- Ensure resources are used efficiently, effectively and economically
- Monitor own performance; trends analysis / internal controls
- Provide timely and comprehensive management information, statistics and reports (database).
- Assist in the development and implementation of strategic plans
- Assist in the development of new projects

Skills and Knowledge

- A Diploma or Higher in Adult Guidance & Counselling or equivalent
- One or more year's experience of working with Target Group
- A thorough understanding of the target group and issues surrounding unemployment
- Teamwork experience
- Knowledge of Business In The Community Ireland
- Understanding of the Irish employment market and training and education opportunities
- A good knowledge of the issues and concerns for employers
- Insights to semi-state and other agencies providing support and/or training and educational services for marginalised groups

Key Competencies Required:

Self Confidence; understand client needs; empathy; team-player; excellent communicator; concern for clarity and quality; can work on own initiative; meets target outcomes; sets realistic targets for clients; networker; influencer; can negotiate; analytical thinker; decision maker; good judgement skills; relationship builder.

Closing date for receipt of applications is midnight on midnight on Sunday 11 March 2018.

Please send your CV and Cover Letter outlining your motivations for applying to Steven O'Connell, HR Executive at careers@bitc.ie

Business in the Community Ireland is an equal opportunities employer and promotes a policy of continuous personal and professional development among its staff.

Business in the Community Ireland has a policy of interviewing candidates with disabilities who meet the essential criteria.