****

Business in the Community Ireland (BITCI), the leading business network on sustainable and responsible business practice, is seeking to recruit an **Employment Advisor for our new Women@Work programme**.

|  |
| --- |
| **Our purpose** is to inspire and enable business to bring about a sustainable, low carbon economy and a more inclusive society where everyone thrives. We provide expertise and independent advice, develop forums for collective action and create programmes that make real impact.  **Our values**   * We have the courage to do the right thing - *We challenge ourselves and everyone we work with to build a better future* * We have each other’s back - *We build each other up, we listen and we share our expertise* * We’re ahead of the curve - *We always stay one step ahead. We inspire others to look beyond the horizon* * We’re all in - *We believe in our purpose and we never give up* * We know our stuff - *We’ve been leading the sustainability agenda for two decades* |

**Women@Work** is a new programme which supports the aims of BITCI’s Inclusive Employer Blueprint (<https://www.bitc.ie/the-leaders-group/the-inclusive-employer/>), funded by the Irish Government and the European Social Fund. Women@Work will provide a bridge for women coming from existing employability/employment programmes run by BITCI and other organisations to enter sustainable employment by sourcing suitable roles, and providing expert independent support both for the employee and the employer to ensure successful and sustainable employment outcomes.

**Job Description**

**Job Title:** Employment Advisor

**Contract Type:** Fixed Term, full time (35 hours per week) to September 2022

**Office Location**: Phibsborough, Dublin 7

**Job Purpose:** To support successful employment outcomes for women progressing from employability programmes by approaching businesses to source suitable employment and work experience placement opportunities; providing ongoing support and advice to line managers and HR in businesses providing opportunities; and by providing support to women during their first year of employment.

**Responsibilities**

* Working with the Employment Programme Co-ordinator and informed by research and consultation with stakeholders, develop and document the plan, schedule and procedures for the Women@Work programme to meet agreed targets.
* Build and maintain relationships with organisations working with women who would benefit from additional support to find employment/work experience opportunities. Develop a referral stream to the Women@Work programme.
* Build and maintain relationships with businesses (BITCI member companies and others) that are open to providing employment/work experience opportunities for women needing some additional supports.
* Assess the employment/work experience needs of individual clients. Identify barriers which might impact success in employment.
* Source suitable employment/work experience opportunities to match the needs of individual clients.
* Develop and implement individualised plans for both businesses and women to support a successful employment/work experience outcome over one year.
* Proactively work with BITCI colleagues involved in the Inclusive Employer to ensure the best outcomes for businesses and clients.
* Maintain detailed records and provide reports against targets to funders as required.
* Other tasks as required

**Skills and Knowledge**

* Two or more years’ experience working in a business role and/or regularly liaising with businesses in a professional capacity to achieve outcomes.
* A good knowledge of issues and concerns for employers and the Irish employment market
* Experience supporting adults to find and maintain employment and a thorough knowledge of barriers and issues surrounding unemployment / underemployment.
* Understanding of the particular issues women may face in finding and maintaining employment.
* Experience of planning and delivering projects or programmes on schedule and to meet targets.
* A Diploma or Higher in Adult Guidance & Counselling or equivalent is an advantage.
* Knowledge of Business In The Community Ireland
* Knowledge of organisations working to support women into employment
* Experience in social media an advantage

**Personal Attributes and competencies**

* Client-driven attitude and professional demeanour
* Empathy and ability to support individual and business change
* Planning, problem-solving and follow through
* Strong relationship management and networking skills at a senior level
* Highly motivated and enthusiastic
* Excellent team working combined with the ability to work on your own initiative
* Strong oral, written and presentation skills
* Competent user of Microsoft Office suite, particularly Microsoft Excel

**What we offer**

* Generous Annual leave: 22 days annual leave per year, rising to 26 days after 1 years’ service
* PRSA: Option to join the Company’s PRSA scheme after six months' service
* Flexible working practices
* Training and Development Opportunities
* Volunteer days: two days paid volunteering leave per annum
* Access to our Employee Assistance Programme
* Cycle to work scheme / Taxsaver commuter scheme

**How to apply**

Please email your CV and cover letter to Therese Donovan at [careers@bitc.ie](mailto:careers@bitc.ie) by **midnight on Wednesday 13th November** with “**Application - Women@Work Employment Advisor**” on the subject line of your email.

Business in the Community Ireland is an equal opportunities employer. We have a policy of interviewing candidates with disabilities who meet the essential criteria. Please let us know of any accommodations needed in order to attend for interview.

**Please note that you must hold current eligibility to work in Ireland to be considered for the role.**

*The Women@Work programme is funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning (PEIL) 2014-2020*

