

Business in the Community Ireland (BITCI) is a movement for change and a unique organisation. Since 2000, we champion the business transition to more sustainable and inclusive models that leave no-one behind. Our purpose is to inspire and enable businesses to bring about a sustainable, low carbon economy and a more inclusive society where everyone thrives. We act as trusted advisers in sustainability and corporate social responsibility.

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| Job Title: | Ukraine Liaison Worker (EPIC) |
| Job Purpose: | <ul style="list-style-type: none"> • To analyse the needs of Ukrainian refugees who contact EPIC for help finding work • To co-ordinate with businesses to address the needs that are identified, for example through supports such as mentoring, English practice, training and job referrals. • To support Ukrainian participants to engage with businesses ports and to find employment. |
| Contract Type: | 1 year, part time – 17.5 hours per week. |
| Reporting to: | Head of Employment Programmes |
| Number of Direct Reports: | None |
| Job Location: | Dublin / Hybrid (in the office on Tuesdays) |
| Travel/ Driving License required: | No |
| Salary: | Band 9 €32k - €40k depending on experience (pro rata) |

JOB DESCRIPTION

Gather information and analyse the needs of Ukrainian job seekers to identify supports which would help them to overcome challenges and find employment.

Based on the analysis, work with businesses to design, plan and deliver supports to address the challenges. Co-ordinate and encourage Ukrainian job seekers to participate in business engagements.

Provide guidance and motivation to help them to find and sustain employment. Refer job seekers to other services where appropriate.

The **Ukrainian Liaison Worker (EPIC)** will be responsible for:

Primary Responsibilities:

Needs analysis (4 – 8 weeks).

- Design a Needs Analysis process to research Ukrainian jobseekers needs (survey, focus groups, 1-1 interviews, liaise with other organisations supporting Ukrainian refugees)
- Implement the Needs Analysis process and gather data, and continue data gathering quarterly.
- Analyse the data gathered to determine the key needs, with a focus on identifying areas where businesses can offer supports to help people find employment.

Business engagement

- With input from the EPIC team, BITCI experts and business contacts, design or modify structured business engagements which address the jobseekers' identified needs.
- Liaise with businesses (BITCI members) to engage them in the programmes and co-ordinate their delivery, providing support to business volunteers as needed.

Supporting Ukrainian jobseekers

- Engage and encourage Ukrainian jobseekers to participate in the business support programmes.
- Promote the services available to Ukrainian refugees who would benefit.
- Identify Ukrainian jobseekers who need to be prioritised for full EPIC training.
- Maintain up-to-date records of participants to meet EPIC programme requirements.
- Evaluate the impact of the programmes and report back to businesses, modifying programmes as needed. Key indicators include participant engagement, participant perception of skills gained, business volunteer feedback, and progressions to employment or training.

Secondary Responsibilities:

- Contribute positively to the Employment Programmes team and to Business in the Community Ireland
- Work with your line manager to identify and address your own training and development needs
- Ensure resources are used efficiently, effectively and economically
- Other ad hoc duties as may be required
- Actively promote equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of your work

Person Specification:

Qualifications:

- No specific qualification needed. A Degree or Diploma in business/sociology/community development fields and/or transferable skills from a relevant role is an advantage.
- Minimum of two years' experience in a role where you liaised with business contacts to co-ordinate work and deliver results

Core Skills :

- Self-motivated with strong focus on deliverables and time management.
- Experience building and managing relationships with businesses to achieve outcomes.
- Confident communicator on phone, in person, by email.

- Experience of research and data analysis in a business or NGO context.
- Problem solver with experience of project or event management
- Good IT skills and ability to learn quickly (MS Office, SurveyMonkey or similar, Sharepoint, CRM)
- Fluent spoken and written Ukrainian and English, sufficient for effective business communications
- Experience working with disadvantaged and marginalised groups is an advantage

Personal attributes:

- Motivated to make a positive difference in people's lives
- Empathy / understanding people's needs and challenges
- Ability to work independently and as part of a team
- Relationship Development
- Decision Making/Judgement