| Job Title | NSD Ability Employment Support Officer (Part time) |
| --- | --- |
| About Not So Different (NSD) | Not So Different is a social enterprise promoting equality and inclusion of neuro-divergent individuals and their families. We work to improve opportunities and outcomes for neuro-diverse individuals through education and employment. Not So Different was established in 2016 for the purposes of:   * Promoting equality and inclusion for neuro-diverse individuals and their families. * Increasing knowledge understanding and acceptance of neuro-diversity through education. * Increasing capacity of those supporting or working with neuro-diverse individuals through training |
| Role of NSD Employment Support Officer | Employment Support officer is co-responsible for the delivery of the NSD Ability Programme under the direction of the programme manager and the governance of the Board of NSD in compliance with Ability Programme Requirements. Ability is co-financed by the Irish Government and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020.  The Not So Different Ability Programme has two aims:  supporting neuro-diverse young people (15-29 years) without an intellectual disability towards employment  increasing capacity of families, educators, healthcare professionals, service providers and employers through neuro-diversity awareness training and supporting neuro-diverse individuals to employment |
| Main requirements of the role of employment support officer | **Programme Implementation by means of coaching, mentoring & on going support**  Working with neuro-divergents and their families to find sustainable employment is the main requirement of the role.  Working in collaboration with the programme manager under the governance of Board of Not So Different Employment Support Officer will be co-responsible for delivery of the programme in accordance with Ability Programme Guidelines.  It is the responsibility of the employment support officer to ensure that people selected to participate in the programme are supported to realise their full potential based on their vocational assessment, personal action plan and progression pathway planning to achieve their goals.  Developing personal action plans and progression pathways for individuals is an essential part of this role and the provision of ongoing mentoring and support along their journey is critical to the success of the programme.  Ensuring compliance in relation to gathering and storing personal and sensitive information in line with GDPR regulations.  Managing ongoing relationships with participants, families, educators, healthcare professionals and employers is an essential part of this job.  Recruiting participants for the programme is another essential part of the role in line with programme guidelines.  Performing any other duties assigned from time to time by the Board of Not So Different. |
|  | **Leadership and development of programme**    Providing leadership, supervision, guidance and support to the participants and ensuring that the work is delivered to the highest standards in line with the Ability programme requirements  Ensuring compliance with Not So Different’s policies and procedures particularly in relation safeguarding children, young people and vulnerable adults, working and people with disabilities along with other policies and protocols.  Contributing to the provision of an appropriate work place environment that is conducive to the work of the NSD and also for the comfort of neurodivergents and their families. |
|  | **Programme Administration and finance**  It is the responsibility of the employment support officer to deliver the NSD Ability programme on target and budget together with the manager and Board of NSD in accordance with Ability Programme requirements including case management and programme admin.  Preparing financial reports, expenditure to date against budget for programme manager is essential to the role.  Employment support officer will have co- responsibility for delivery of the programme including case studies, project files, and progression files. Data collected will then be given to the programme manager for data inputting to the Ability Portal (CRM system). Adherence to general data protection regulations is an essential part of this job. |
| Qualifications | Level 7 qualification or equivalent experience preferably in fields of Data Management, Career Coaching, Mentoring, Case Working, Employability Skills, Social Enterprise and/or Community Development is essential. |
| Experience | Proven track record in progressing neuro-diverse young people (15-29 years) to education and employment is essential.  Minimum of 2 years working in a leadership role with staff and programme participants, in Social Enterprise or Community /voluntary sectors.  Proven ability to engage with statutory, non-statutory and community organisation, lead a multi-disciplinary team and deliver outcomes for key stakeholders.  In-depth knowledge and experience of working with neuro-diverse individuals with neurological developmental conditions and their families is essential  Expertise in preparing personal action plans, developing progression pathways and supporting individuals to achieve their stated objectives over the course of the programme is essential. |
| IT Technical Skills | Data Management is an essential requirement of the job. Excellent knowledge of Microsoft Office including Word, Excel, PowerPoint, Access and Outlook is essential  Expert Knowledge of Customer Relationship Management systems and s and/or other output/outcome capturing software systems is essential  Expert knowledge of capturing client progression pathways is essential |
| Interpersonal skills | Experience of working with neuro diverse young people (15 – 29 years) and their families and stakeholders  Excellent organisation, time management, people management analytical, communication and written skills  Ability to work under pressure and to tight deadlines  Be flexible in working times – may require out of normal office  hours will be required e.g. evening or weekend work as required. |
| Location | Greater Dublin area |
| Salary | HSE Clerical Grade V - subject to experience |
| Annual Leave | 22 working days exclusive of public holidays with one additional day awarded after each year of service up to 25 days. |
| Own Transport | Must have own transport |
| Travel & Subsistence | Travel and subsistence will be paid at the public sector rates |
| Pension | Not So Different defined contribution group pension scheme which is accessible on successful completion of the probationary period. |
| Garda Vetting | Appointment is subject to the outcome of the Garda Vetting Process |