

Ability Programme for County Roscommon

JOB DESCRIPTION

Name of Employer: Roscommon LEADER Partnership

Job Title	LEAD Mentor
Aims & Objectives of the Project	<p>The aim of the project is to enhance and broaden the training and employment progression options available for young people as they transition from school to adult life.</p> <p>The Project aims to improve the employability prospects of the target group by linking training to work; improving motivation, building confidence & enhancing personal skills and through the provision of certified programmes, including a two-week work experience placement.</p> <p>The project aims to support and guide participants in the most appropriate direction to allow them to realize their ambitions and to empower the participants' families and supporters to focus on positive abilities, perceptions, norms and behaviors.</p> <p>This Project will assist and promote positive capacity building of young people with disabilities in County Roscommon through a collaborative system amongst the project partners.</p>
Roles and responsibilities of the employee	<ul style="list-style-type: none"> • Support the development of Policies and Procedures for the Project • Co-ordinate and supervise all mentors on the project • Co-ordinate and oversee returns on the project to the management committee • Report directly to the management committee on the implementation of the project and any successes/challenges arising • Be a conduit for discussing any issues arising on the project to the Project/Line Manager • Ensure key performance indicators for the Project are met and respond proactively to any challenges / delays arising in relation to this • Support the development of a referral mechanism which facilitates Department of Social Protection, HSE, Employability and other agency referrals, as they refer into this initiative. • Lead on the development of Training Resources and Toolkits • Support the development of Personal Plans for Participants

- All participants will be supported to identify their skills & abilities through guidance and mentoring and goal setting supports. The methods used during the programme will build the capacity of the participants to become effective communicators and confident goal-focused individuals
- To support Participants in the programme to participate in QQI certified training
- In collaboration with Statutory Bodies, awareness of the pathways and supports available for continuing in/returning to education and employment will be raised. This will be achieved through the provision of career guidance, personal development, motivation and information on training, education or other progression routes
- Development of relationships with employers to ensure meaningful work experience and with family members and care givers to refine perception and norms in the area of capacity building for the target group
- Supports will be provided to increase participants employability by enhancing CVs & Job seeking skills. They will have enhanced motivation & self-confidence and will have developed expertise to utilise their own “lived experience” and translate that effectively into the development and production of their own training methodologies, peer support and mentoring
- A collaborative system will be developed to provide Wrap-around supports to the project participants
- Produce effective promotional materials which will be used to promote the initiative through the medium of: Facebook, Twitter, Local Newspapers, Church Newsletters, PPN, & Radio

General

- To ensure administrative deadlines are met
- Attend and contribute to meetings of the Ability Project Steering Committee and Sub Committees as required and any other relevant committee
- Be conscious of health and safety matters in the workplace and in particular comply with employees’ obligations as set out under Section 9 of the Safety, Health & Welfare at Work Act 1989 & 2005. Ensure that the procedures set out in the Safety Statement are implemented at all times
- Become familiar with and practise fire drill procedures within the Company, i.e. fire detection, evacuation and fire fighting

	<ul style="list-style-type: none"> • Become familiar with and abide by current policies and procedures of Company • Immediately report any accidents of the employees, customers and visitors to the Supervisor and keep appropriate records. • Be aware of and abide by local security procedures relating to any premises in which one works or visits • Perform any other duties relevant to the Ability Project that may be deemed necessary from time to time. 		
Working Hours Full-time / Part-Time	Full-Time 35 hours per week – flexibility in terms of working hours is required	If Part-time, state the number of days or hours per week	n/a
Gross Annual Salary (include PRSI & Pension)	€41,531.00 Gross		
Employment arrangements	The contract duration is fixed term for 3 years, subject to continuation of funding and satisfactory performance		
Location	This position will operate from the Roscommon LEADER Partnership offices, ROSCOMMON TOWN and on an outreach basis based on business need from any of the Roscommon LEADER Partnership extensive range of bases in Co. Roscommon, or those of our partner organisations		
Employer	Roscommon LEADER Partnership		

This job description may be reviewed, updated and/or amended from time to time in line with the ongoing needs of the service /project.



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.

PERSON SPECIFICATION

The person should have a third level or professional qualification in Community Development; Development Education or a Social Science discipline. It is essential that the person is a self-starter, can work independently, is motivated to work with people with disabilities and is willing to work outside their normal practice, has experience of working with disadvantaged communities. The person needs to be willing to respond to calls for assistance from a vulnerable community in a respectful and courteous manner.

- Must be self-motivated and be able to work independently
- Must have good communication skills
- Experience of working with people with disabilities would be an advantage
- A good understanding of the skills needed to mentor and guide people
- An Understanding and knowledge of the local Development Sector, DEASP, GRETB, HSE; other local agencies and service providers; Community and Voluntary Sector; Brothers of Charity, Government Departments; Funding bodies; Third Level Institutions, Employer Organisations and Employers would be an advantage.
- An understanding and knowledge of the training, education and employment opportunities
- Experience of starting programmes and staff supervision
- Excellent Group development and facilitation skills and experience
- Experience developing person centred plans
- Understanding and appreciation of the issues and needs confronting the target group
- An ability to engage with service providers on matters of service provision
- Ability to work within strict administration systems and a working knowledge of Microsoft application
- Must possess a current full driving licence valid in Ireland and have own means of transport.

Knowledge and Expertise

- Excellent strategic planning and organisational skills
- Experience of supervising people
- Expertise in Person Centred Planning, Mentoring and/or Coaching
- Experience of working with employers
- Budgeting, financial management and cost control skills
- Strong oral and written communication skills
- Proven track record on the ability to liaise on an interagency-basis
- An ability to observe, analyse, monitor and report
- Thorough knowledge of the principles and processes of community development expertise
- Knowledge of the policies and best practice in working with people with disabilities
- Knowledge of models of mentoring and personal development

Personal Attributes

- Strong inter-personal communication skills and an understanding, respect and empathy for the needs of people with disabilities
- Self-motivated with an ability to work on own initiative within a team structure
- Creative and positive approach to working with individuals and groups
- Strong listening skills
- Strong negotiation/mediation skills
- Capacity to manage time well and prioritise workload in a demanding work environment
- Experience of engaging and supporting the participation of vulnerable groups
- Strong communication skills (written and oral)
- Able to demonstrate innovative, flexible and adaptable work approach
- Commitment to the work of Roscommon LEADER Partnership

Support, Supervision and Performance Management

Roscommon LEADER Partnership recognises that the person in the role of the Mentor will not be acting independently as a sole contractor. The Mentor will be working for Roscommon LEADER Partnership which is an Organisation that support the work and ethos of the Ability Programme. The following table outlines the appropriate, relevant supervision and supports and performance management procedures which will be in place within Roscommon LEADER Partnership in relation to the line management of this role.

Reporting Relationship Including provision of scheduled support and supervision and performance management	SICAP Co-ordinator who in turn will report directly to the CEO of Roscommon LEADER Partnership in relation to performance management and all other Human Resource matters arising as soon as any issue arises.
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