



Roscommon LEADER Partnership invites applications for the following positions:

1 x LEAD Mentor (full-time)

2 x Mentors (full-time)

1 x Clerical Support Worker (full-time)

Roscommon LEADER Partnership wish to recruit for the following positions to deliver the Ability Programme for Co. Roscommon. This is an exciting opportunity for someone to make a difference in the lives of people with disabilities in the County.

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. The project will 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 behaviours.

1 x LEAD MENTOR

The **LEAD MENTOR** will have responsibility for the development of the project and the supervision of the mentors. 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. 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.

Qualifications / Experience / Requirements of candidate: *Reference attached job description/personal specification for all key requirements applicable:*

- Hold a third level or professional qualification in Community Development; Development Education or a Social Science discipline or related field
 - Experience of starting programmes and staff supervision
 - Budgeting, financial management and cost control skills
 - A current full driving licence and access to own transport
- Salary:** €41,531 annual gross salary on a pro rata basis

2 x MENTORS

Two **MENTORS** will support the development of personal plans for the participants on this programme. 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. 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.

Qualifications / Experience / Requirements of candidate: *Reference attached job description/personal specification for all key requirements applicable:*

- Hold a third level of professional qualification in Community Development; Development Education or a Social Science discipline or related field
 - A current full driving licence and access to own transport.
- Salary:** €36,335 annual gross salary on a pro rata basis

1 x Clerical Support Worker

The ideal candidate will be self-motivated, with the ability to multi-task and to work efficiently on their own initiative. *Reference the attached job description for all key requirements applicable:*

- At least 2 years' Experience of working in a Local Development Company in the administrative team is essential
 - Excellent IT skills in MS Office – particularly Word, PowerPoint and Excel
 - Strong organisational and administrative skills
 - Strong communication skills, both orally and written
 - Attention to detail
 - Ability to work as part of a team and establish good working relationships
 - Ability to work to tight deadlines and under pressure
 - Finance and Accounting experience is desirable but not essential
- Salary:** €25,534 annual gross salary on a pro rata basis

Please refer to attached **Job Descriptions / Person Specifications** for further information on all positions

www.activelink.ie/content/vacancies/community/38802

Location: 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.

Hours of Work: 35 hours per week, flexibility in terms of working hours is required in terms of delivering the programme.

Contract Duration: Fixed term contract for 3 years which may be extended subject to funding and satisfactory work performance.

Short listing will apply. A panel may be formed from which future vacancies may be filled.

Satisfactory references and verification of education and training qualifications and Garda vetting will be required.

To apply for one of the above positions, please submit your CV and letter of application clearly stating which position you are applying for; to recruitment@ridc.ie

Closing date for receipt of applications is 1 pm, Friday 31st August 2018

Roscommon LEADER Partnership is an Equal Opportunities Employer



EUROPEAN UNION
Investing in your future
European Social Fund



Ag tacú le daoine óga atá faoi mhíchumas barr a gcumais a bhaint amach
Supporting young people with disabilities reach their potential



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.