



Jobs With Purpose

Job title	Community Outreach Officer
Candidate Brief	<p>NOW Group are an award-winning social enterprise who delivers services across Northern Ireland supporting people with learning difficulties, autism and neurodiverse conditions into jobs with a future. We are passionate about changing lives and our priority is on outcomes and impact for individuals, their families and communities who are the most disadvantaged. We support participants to have better health, a better education and a brighter future. Our services are continually evolving as a result of co-design, participant feedback and project learning.</p> <p>As a Community Support Officer within the Employment team, you will support individuals with learning difficulties, disabilities and autism through the delivery of skills coaching and mentoring to build independence and life skills. An integral part of the role will be to support our participants progressing from community services to employment and training, focusing on placement opportunities and further development of work-based skills.</p>
Location	SPADE
Reports to	Employment Development Manager
Hours	37.5 hours per week
Salary scale	€34,000 per annum within Band 1 (€25,000 to €34,999)
Benefits	<ul style="list-style-type: none">25 days annual leave plus 11 statutory days (pro-rata)Health Cash Plan (on successful completion of probationary period)Access to confidential Staff Counseling & Financial Advisory ServicesEmployer Pension Scheme (5% employer contribution)Holiday purchase schemeFlexible working initiativesWellbeing initiatives



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Mission

Supporting people with learning difficulties and autism into jobs with a future.

Vision

A society where people with learning difficulties live, work and socialize as valued citizens.

Main Responsibilities

1. Provide person-centered support to participants within community opportunities and employment and training programmes.
2. Support participants within a range of settings including training sessions, academies, work placements and paid/voluntary jobs.
3. Provide effective coaching to individuals or small groups to motivate, address barriers, build skills and support progress towards participant's work-related and personal goals
4. Encourage participants to engage in social opportunities and build independence skills, including route training.
5. Build on existing external networks/relations and develop new contacts to increase range of activities and work placements available to participants.
6. Contribute to the achievement of targets within the Organisational Scorecard and NOW Group's strategic objectives.
7. Promote the NOW Group brand and tell our story through social media engagement, attending events, use of marketing materials and other key communication tools.
8. Take part in regular quality audits to ensure compliance with organisational and funder guidelines.
9. Comply fully with NOW Group's 'Organisational Approach to Safeguarding.'

This job description is not definitive and may be subject to review as the duties and responsibilities determine.

Please note that employment with NOW Group may be subject to a check from the Garda Vetting Bureau



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Personnel Specification

Essential

1. Minimum of one year's paid experience of working with either:
 - Participants with learning disabilities/difficulties
 - Experience assisting individuals into work.
 - Experience of liaising with employers
2. Educated to Leaving Certificate level or above.
3. Proficient in the use of the Microsoft Office suite.
4. Excellent communication skills and public speaking/presentation skills.
5. Clear understanding and articulation of the barriers faced by people with learning disabilities or autism.
6. A full current driving license and access to a car. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a license.

Desirable

1. Certified Qualification in a relevant discipline e.g., Community Work or Social Care.
2. Proven track record of securing employment for people with barriers to learning.
3. Experience using social media to promote organisation brand.
4. Experience participating within quality auditing processes.
5. CPI Verbal Intervention & CPI Safety Intervention or working towards this qualification.

Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The shortlisting panel will not make assumptions as to your circumstances, qualifications, and experience.

Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day-to-day work and their relationships with participants, stakeholders and colleagues. Candidates will be expected to demonstrate relevant values and behaviours (detailed on the next sheet) as part of the interview process.