



## Job Vacancy Reference: DO2606 –SICAP Skills Training Officer

SECAD is seeking to recruit a Skills Training Officer to work within our Social Inclusion Community Activation Programme (SICAP). SECAD provides a range of supports across the South and East Cork area under the current Social Inclusion Community Activation Programme 2024-28.

SECAD is looking for a dynamic person to join our staff team. Working collaboratively within the **Employment, Training & Enterprise team** and across the wider SECAD Partnership organisation, the post holder will support our programme participants through the delivery of skills training and enterprise supports as appropriate as well supporting emerging and existing social enterprises in the South Cork area.

The role involves the coordination of industry led skills training programmes, supporting people into self-employment, supporting the development of existing businesses, promoting and supporting social enterprise, facilitating new and existing networking structures.

### Key Responsibilities

The core responsibilities of the **Officer** will include the following:

#### Training Programme Coordination

- In collaboration with the employment training team, coordinate the delivery of a pre agreed schedule of skills training programmes and workshops (both accredited and non-accredited), ensuring client participation and completion rates are in line with agreed targets.
- Work collaboratively with colleagues across the wider enterprise and employment team to share information on programme updates, training schedules etc.
- Identify and organise training courses, industry led skills training workshops and mentor programmes to enhance the upskilling of designated SICAP target groups.
- Research areas of labour market growth with a view to developing new access or pathway short courses e.g. green or renewable sector skills
- Collaborate with other training providers to address skills gaps as appropriate.

#### Provision of Enterprise Support

- Providing support and information to unemployed people wanting to become self-employed
- Liaising with relevant officers from Department of Social Protection (direct referrals from DSP) in screening potential SICAP clients

- Coordinating Start Your Own Business training programmes with agreed external trainers from a panel of trainers
- Supporting individuals in their applications for the Back to Work Enterprise Allowance (BTWEA) with use of external mentor support.

### **Project Support**

- Support team with preparation of supplier invoicing and documentation for internal approval and payment
- Support with the preparation of supplier contracts
- Assist with collation of individual and programme files in advance of programme audit
- Support with promotional campaigns, website and social media updates
- Assist senior manager with preparation of annual programme budgets and the completion of monthly spend across programme area
- When required support senior manager and programme delivery team with the preparation of funding applications.
- Input into programme reports and annual plans pertinent to work of the SICAP enterprise and employment team and as required by Senior Management.

### **Data Management**

- Maintain a complete and accurate record of all individual client data on your case load including individual interventions and outputs within the required CRM system.
- Conduct regular data sample checks to ensure accuracy of both paper based and online records.
- As required support with programme evaluations and auditing within your area of work.
- Treat with confidentiality any personal, private, or sensitive information in line with organisational policies and GDPR requirements.

### **Other**

- Support the referral of people to other initiatives, training programmes, sources of funding etc. within and external to SECAD
- Undertake other relevant tasks as may be assigned from time to time.

### **Person Specification**

- Have a relevant third level or equivalent qualification(s)
- 3-5 years' experience in a training support, skills gap analysis, enterprise or self-employment support role
- Be able to demonstrate previous relevant work undertaken with specific target groups especially those far from the labour market
- Experience of project management, enterprise and financial planning,
- Have a welcoming and supportive approach to working with SECAD Partnership's target groups

- Be motivated to work within a small team and to undertake a variety of tasks as required by the organisation
- Have strong interpersonal, communication and facilitation skills
- Have good report writing skills and strong IT skills
- Have a proven capacity in the use of online monitoring and reporting systems
- Have a good knowledge of Data Protection requirements
- Have strong administration, analytical and organisational skills
- Have the ability to manage a diverse workload, work on own initiative with good time management skills
- Have an understanding of the principles of social inclusion / rural development
- Be flexible in terms of availability and work location within the South Cork area
- A working knowledge of funding sources and support structures for starting your own business and relevant schemes e.g. SICAP, LEADER, Local Enterprise Office, Department of Social Protection, ETB, Enterprise Ireland, Micro-finance Ireland, Tús, etc.

### **Terms & Conditions**

**Post:** SICAP Skills Training Officer

**Reporting to:** Designated SECAD Programme Manager /as designated by the CEO

**Salary:** Salary based on SECAD's Development Officer Scale depending on experience with an indicative range of €38,419 to €43,594

**Transport:** Full and clean driver's licence is required with own means of transport.

### **How to submit your application**

Please submit your application including an up-to-date CV and cover letter by email to [recruitment@secad.ie](mailto:recruitment@secad.ie) by **Friday 22 May 2026 at 5pm**.

Please quote the reference code **DO2606 – SICAP Skills Training Officer** in the email Subject Line.

Shortlisted candidates will be contacted during the week of 25 May 2026 with interviews provisionally scheduled for Friday **29 May**.

A panel may be formed for similar or related SECAD roles for interview candidates that are not successful at this time.

Successful candidates must have, and continue to maintain, the legal right to work in Ireland, including those granted Temporary Protection under the EU Temporary Protection Directive (2001/55/EC).

SECAD Partnership is an equal opportunity employer and canvassing will disqualify.

### **About SECAD Partnership**

SECAD Partnership CLG (SECAD) is a Local Development Company established in 1995. Our main office is located in Midleton, Co. Cork. SECAD's main development objective is to promote and enable sustainable development through our Rural Development and Social Inclusion programmes. SECAD has a voluntary Board of Directors and a staff team of c. 50 people.

SECAD works with individuals, community and voluntary groups, business, academia and other stakeholders to create a more vibrant, sustainable and inclusive society. SECAD manages a wide range of funds and services including social investment and employment support programmes, implemented on behalf of various Government Departments, State Bodies, the European Commission and the private sector. SECAD currently delivers a number of major programmes along with other smaller schemes and initiatives.

SECAD is delivering the Social Inclusion Community Activation Programme (SICAP 2024-2028) throughout South Cork including the Muscraí Gaeltacht. SECAD is an implementing partner for LEADER 2023-2027 on behalf of the South Cork and West Cork LCDC's. SECAD has vast experience in administering Irish government and European funds, as well as transnational co-operation projects including LEADER / Rural Development Programmes, Social Inclusion Programmes, the Local Area Employment Service (LAES), Rural Social Scheme and Tús (Employment Schemes), INTERREG, Intelligent Energy Europe, Erasmus + and the Programme for Employability Inclusion and Learning (gender equality). SECAD was recently approved funding for WorkAbility (ESF+ 2021-2027) and the Asylum Migration and Integration Fund.

Wild Work is a SECAD initiative with a social ethos. Wild Work supports employment activation, educates and raises awareness of nature and biodiversity and benefits society. To read more about Wild Work see [www.wildwork.ie](http://www.wildwork.ie). As a Grant Making Organisation (GMO), SECAD manages community benefit funds throughout Ireland on behalf of various sustainable energy developers, infrastructure providers and others. A key area of expertise is community engagement - developing positive, effective links with communities, supporting them to access and maximise funding and services.

For more information on SECAD see [www.secad.ie](http://www.secad.ie)



Rialtas na hÉireann  
Government of Ireland



Arna chomhchistiú ag  
an Aontas Eorpach

Co-funded by the  
European Union



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Union through the European Social Fund Plus