



NEW COMMUNITIES TRAINING AND EMPLOYMENT OFFICER

SOCIAL INCLUSION AND COMMUNITY ACTIVATION PROGRAMME (SICAP) 2024-2028

Cork City Partnership delivers the Social Inclusion and Community Activation Programme (SICAP) 2024-2028 in Cork city. SICAP provides funding to tackle poverty and social exclusion at a local level through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies.

Cork City Partnership SICAP is recruiting a **New Communities Training and Employment Officer**. The aim of this position is to support clients into meaningful education and employment opportunities through the provision of a suite of customised supports. The person appointed will provide customised one-to-one support and group support to enable individuals to access education and employment and will include assessing and referring clients to appropriate internal and external training bodies and employers. It will also involve the organisation of internal group training for these individuals.

Responsibilities:

- Establishing contact with individuals from New Communities in Cork City, especially in the disadvantaged communities/groups targeted under SICAP.
- Developing and/or delivering tailored employment related programmes to respond to the needs of specific target groups.
- Linking individuals in disadvantaged communities/target groups to resources and supports available through state agencies and other service providers, in particular employment supports.
- Work in collaboration with staff from other CCP programmes, in particular LAES to ensure a co-ordinated approach to Employer Liaison.
- Make contact with specific employers to develop an understanding of the skills they require in employees.
- Respond to employer feedback by designing specific training programmes for SICAP clients.
- Arrange the sub-contracting of specialist employment training as required, such as HACCP, Safe Pass.
- Provide short-term mentoring/support to SICAP clients who gain employment through our employer engagement process.
- Carry out all administrative tasks related to the work, including ensuring all SICAP paperwork is correctly completed and uploaded on to IRIS.

The above duties and responsibilities are not intended to be a complete list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.



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Experience/skills required.

- A relevant third-level qualification including social sciences/social care, psychology, community development or equivalent combination of relevant education and experience.
- At least 2 years relevant work experience.
- Excellent communication skills (written and interpersonal).
- Be able to demonstrate ability to engage with target groups in identifying their needs and assisting in the development of appropriate responses.
- Be self-motivated, flexible, and able to work on own initiative.
- Good organisational and administrative skills (e.g. report writing, record keeping and ability to work to deadlines).
- Good networking skills.
- Good level of I.T. skills.
- Financial and budgetary skills.

Location of post – Cork City Partnership offices, Heron House, Blackpool Retail Park, Cork.

This is a Part-time position – 3/4 Days per week (21/28 hours). This is a fixed term contract to the 31st December 2028.

Please send a letter of application with your CV to Brenda Barry, bbarry@partnershipcork.ie

The successful candidate will be required to complete the Garda Vetting process.

Closing date Friday 24th July 2026.