



West Limerick Resources CLG

Job Description

Title of Job: West Limerick Local Area Employment Service (LAES)
Administration Support Worker (Part-time)

Main Purpose: The LAES Administration Support Worker is required to work as part of an effective team implementing objectives and actions of the LAES and to ensure that there is an effective administration system in place to support the LAES Case Worker.

Responsible to: The LAES Administration Support Worker will be accountable on a day-to-day basis to the LAES Case Worker.

MAIN DUTIES:

Reception / Office Duties

- Provision of reception service, answering phone and greeting clients in a professional and friendly manner
- Dealing with all queries related to the LAES: liaising with clients, other Mid West LAES Staff, other WLR Staff, employers and other stakeholders including DSP
- Managing the referral and registration process for all LAES activities
- Maintaining accurate records of client referrals and attendance
- Monitoring and ordering office supplies

Caseworker/ /Employer Liaison Worker/Training Worker Support

- Registration of new clients on BOMI4 system
- All other BOMI4 client transactions as requested by Case Worker / LAES Co-ordinator
- Assisting in the generation of monthly reports and submissions for PAUL Partnership as lead contractor / DSP
- Managing LAES diary for registrations, one to one appointments and workshop schedules
- Issuing communications to the clients as requested by the Case Worker

- Undertaking other tasks on BOMI on request from the Case Worker / Co-ordinator e.g. data tracking
- Draft and Type Curriculum Vitae for Clients
- Maintaining accurate records of all client correspondence and communication
- Updating employer and vacancy database
- Researching job vacancies and providing support to clients in their job search
- Updating LAES social media platforms with vacancies
- Working closely with the LAES Case Worker to ensure the smooth and efficient running of all LAES activities
- Developing excellent awareness of labour market and recruitment trends
- Assisting LAES Case Worker in matching clients to employment opportunities

GENERAL:

- To undertake any other duties as may be assigned from time to time in pursuance of the specific aims and objectives of the West Limerick LAES.
- To seek to ensure that all services are provided in an effective and appropriate manner that takes account of the needs of the target group.
- Strict Adherence to all DSP Data Protection policies as required

PERSON SPECIFICATION

The person appointed will demonstrate a genuine commitment to West Limerick Resources' ethos and vision and have the skills and attributes as detailed below.

Skills & Attributes Required

- A clear understanding of the problems associated with unemployment; empathetic to the needs of those most distanced from the labour market, with a genuine interest in working in this sector
- Innovative and enthusiastic
- Excellent interpersonal and communication skills
- Excellent knowledge of Microsoft Office programmes, and previous experience of CRM systems
- Excellent administration and secretarial skills
- Knowledge of social media platforms relevant to job search
- Previous experience of working with similar groups is desirable
- Confident addressing and presenting to groups
- Ability to work on own initiative and flexible in approach to work
- Organisation, time management and problem solving skills

Qualifications & Experience

- A relevant qualification and/or minimum six months experience of working in a busy administrative/front office role
- Experience of dealing with the public.
- Experience of providing administrative support.

PARTICULARS OF LAES CONTRACT OF EMPLOYMENT

The Mid West LAES is funded by Department of Social Protection (DSP) and contracted to PAUL Partnership Limerick CLG. West Limerick Resources is subcontracted to deliver LAES Services in the West Limerick area, with a current contract to West Limerick Resources CLG to 31st August 2026.

Hours: 17.5 hours per week Part-time

Remuneration: €24,397 per annum pro rata.

The salary scale for this position is set out as follows:
€24,397, €25,534, €26,673, €27,811, €28,950, €30,091

The position will be based in Newcastle West.

Full clean driver's license and use of a car for work purposes is desirable.

The position may be subject to Garda Vetting.

Application Process

Applications will **only be accepted** on the available application form. CVs will not be accepted.

- Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance.
- For e-mail applications it is the time received not the time sent that is recognised.
- The information supplied in this form is held on the understanding of confidence, subject to the requirement of the Freedom of Information Act 1997 or other legal requirements.
- Please note that canvassing by, or on behalf of applicants, will disqualify them from the competition.

Please submit completed application form marked ***Confidential*** to the Manager, West Limerick Resources CLG, St. Mary's Road, Newcastle West Co. Limerick no later than 5pm on Thursday 9th March 2023.

Candidates may be shortlisted for interview. A panel may be formed from which future similar vacancies will be filled. West Limerick Resources CLG is committed to a Policy of Equal Opportunity.



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