



An Cosán is currently seeking an experienced **Employment Outreach Officer** to join our team. This role plays a key part in building, managing, and supporting our relationship with potential employers both locally and nationwide, enabling An Cosán's team to deliver on our mission 'to use the power of transformative education through learning, leadership and enterprise to end the injustice of poverty wherever we find it'.

The role holder will have previous experience in building relationships with employers that will help pave the pathway into sustainable employment for our learners. This role may suit someone from a corporate background with a passion for community development. Strong communication skills are vital, as presenting and pitching An Cosán's vision, mission and values to employers will form part of this role.

The role holder should be a strong advocate for diversity and inclusion and be prepared to meet learners where they're at on their employment journey, with background in HR, coaching and mentoring preferred.

The successful candidate will be flexible and eager to engage with stakeholders across the organization and beyond. You will have the ability to nurture connections and the skills required to track and report on progress in your area.

Job Title:	Employment Outreach Officer
Reports to:	Adult Community Education Manager
Contract:	1 year contract – flexible part-time hours
Location:	Tallaght, Co. Dublin, and remote working

An Cosán (Irish for 'The Path') is Ireland's largest community education organisation. The mission of An Cosán is to bring about social equality and an end to poverty through community-based adult education, the provision of early years supports, wrap around counselling services, and empowering social enterprise development. Over the past three decades, we have supported over 18,000 people to reach new pathways to empowerment via community education. Using innovative technology to deliver virtual access to its range of learning programmes An Cosán now reaches communities across Ireland.

### Key Responsibilities

- Identify potential employers whose businesses align with the potential progression routes of An Cosán learners both locally and nationally
- Research the current skills gaps employers are currently facing both locally & nationally and identify where An Cosán's learners may fill those gaps
- Present An Cosán's vision, mission and values to both employers & community-based organisations locally and nationally
- Build pathways to work experience, work placement and sustainable employment through employer/community-based relationships

- Build and support relationships between An Cosán and potential employers
- Build and support relationships between An Cosán and other community-based organisations whose focus is on employability and employment
- Source, collate and centralise information relating to the progression paths of An Cosán's education alumni
- Organise focus groups to get a better understanding of the placement and employment needs of learners

### Essential skills and Core Competencies

- Excellent communication and interpersonal skills
- Ability to pitch and present with confidence
- Strong organisational and time-management skills
- A 'can-do' attitude and the ability to work with tact, confidentiality, and diplomacy
- Excellent administrative skills, including Microsoft Office - in particular Outlook, Excel and PowerPoint
- Report writing skills
- Problem-solving and decision-making aptitude
- Strong ethics and reliability
- High level of personal responsibility and integrity
- Ability to work on own initiative and co-operatively
- Strong attention to detail and a desire to deliver to a high standard

### Desirable

- Previous experience working for non-profit organisations
- Previous experience working in marketing
- Knowledge of a non-governmental/community or voluntary sector
- Good knowledge of GDPR
- Working knowledge of
- Full drivers' licence

### Application Process:

Please email the following documents to [jobs@ancosan.ie](mailto:jobs@ancosan.ie) with subject line clearly marked

#### Employment Outreach Officer:

- Cover letter
- Curriculum Vitae

**Closing date for applications is 27<sup>th</sup> May 2022**

*Salary commensurate with experience and the not-for-profit community education sector*

**This post is funded by**

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