



## Inclusive Pathways to Employment Co-ordinating Mentor

### Role

The aim of the project is to enhance and broaden the training and employment progression options available for People with Disabilities and to empower employers to provide meaningful work opportunities to people with disabilities.

The Project aims to improve the employability prospects of the target group by linking training to work; improving motivation, building confidence through the provision of certified and non-certified job related training and the sourcing of work placement.

The project aims to support employers both private and public sector employers to feel more confident in the employment of People with Disabilities through the provision of information and training on supports and subsidies, HR advice and guidance, support with Easy Read versions of policies and also the provision of in-house training for employees of the organisation to support the smooth integration of the Person of the Disability into the workforce, acknowledging the ability of the Person with Disability and promoting awareness and accommodation measures within the workforce.

This Project will focus on securing meaningful employment and work placements for people with disabilities supported by appropriate training to enhance their job readiness through a collaborative system amongst the project partners.

### Main Objective

As the Co-ordinating Mentor your role is twofold:

The overall coordination of the project **and** the hands - on provision of a mentoring one to one support for People with Disabilities.

## Key Tasks & Responsibilities

### With the participant:

- Identify and attract suitable participants for the Inclusive Pathways to Employment project.
- Provide mentoring to participants on a one-to-one basis using a person-centered approach.
- Compile a vocational profile which will establish the participant's skills and expectations and identify barriers and support needs.
- Develop a person-centered plan with each participant.
- Working with your participant identify appropriate training and skills development needs, thereafter signpost/ refer to appropriate organisation
- Co-ordinate the delivery of appropriate one-to-one and group training for participants based on their skills and level of needs.
- In conjunction with the Employer Liaison Officer, identify suitable jobs through discussions with both participants and employers.
- Organise time-limited work experience placements when appropriate and in accordance with participant needs.
- Provide appropriate support and training to enable participants to secure and sustain paid employment.
- Provide aftercare through ongoing support.
- Provide mentoring support to participant/ employee and employer up to 3 months after the participant has taken up the new post.
- Together with the mentor support individuals considering self-employment, including coordinating of pre Start Your Own Business training and referrals to appropriate agencies, mentoring and support

### Networking

- Develop a whole of company response across GCP to the needs of People with Disabilities and establish effective internal referral systems.
- Animate and facilitate the steering committee
- Develop a network of contacts and build relationships with Steering Committee members and broader with Health Professionals, Social Services, DSP Offices, to assist with the referral, assessment, and support to job seekers.
- Work with employers to develop employment opportunities through a range of support initiatives.
- Raise awareness of WorkAbility Inclusive Pathways to Employment through presentations, attendance at meetings/events.

- Develop and promote an awareness of:
  1. Disability and employment issues.
  2. Topics relating to employment including relevant Government employment programmes
  3. The current local job market and employer needs
  4. Recruitment and selection processes
  5. Income maximisation including welfare benefits
  6. Retention and Redeployment issues.

### **Supervision and administration**

- Supervise and support the other staff members within the project.
- Support the roll out of the Employers Toolkit and Good Practice Guide
- Support the roll out of the Peer Support Training for Employees as delivered by the Peer Support Worker
- Ensure accurate and timely completion of all paperwork and reports in line with funder requirements
- In conjunction with the ELO, ensure the development of and maintenance of an accurate and up to date employer database
- Develop & update online representation of the project

### **Other Responsibilities:**

- Work with due regard for GCP's core values and objectives
- Ensure the effective implementation of and adherence to all GCP policies and procedures.
- Participate in GCP Performance Management and Appraisal process, and agree short-, medium- and long-term goals with Line Manager

### **GCP Benefits**

All GCP benefits are subject to the prevailing policy and associated length of service.

- Hybrid working option after 6 months successful probationary period is possible.
- 27.5 days Annual leave increasing to 30 days in 3<sup>rd</sup> year of service

- 1 day discretionary leave for a Wellbeing Day
- Up to 10% Employer Pension Contribution based on matching Employee Contribution, after 6 months service
- Employee Assistance Programme
- Staff parking available

This contract is for a full time position of 35 hours per week for a fixed term to 31<sup>st</sup> December 2028 subject to the continuation of funding, a probationary period will apply. The duration of the post may be extended, dependent on funding.

The role will be based in Galway City Partnership Offices within Ballybane Community Resource Centre, Ballybane, Galway City.

### **How to Apply**

Selection will involve shortlisting of applicants for interview based on the criteria for this position as outlined above. A panel may be formed from which similar vacancies may be filled. Please submit your Curriculum Vitae and Cover Letter by email to [recruitment@gcp.ie](mailto:recruitment@gcp.ie) by 4pm on the 24<sup>th</sup> September 2026.

**Galway City Partnership is an equal opportunities employer.**

## Conairí Cuimsitheacha chun Meantóir a Chomhordú

### Ról

Is é aidhm an tionscadail na roghanna oiliúna agus dul chun cinn fostaíochta atá ar fáil do dhaoine faoi mhíchumas a fheabhsú agus a leathnú agus fostóirí a chumhachtú chun deiseanna oibre fiúntacha a chur ar fáil do dhaoine faoi mhíchumas.

Tá sé mar aidhm ag an Tionscadal feabhas a chur ar ionchais infhostaitheachta an spriocghrúpa trí oiliúint a nascadh leis an obair; spreagadh a fheabhsú, muinín a chothú trí oiliúint a bhaineann le poist deimhnithe agus neamhdheimhnithe a sholáthar agus socrúchán oibre a fhoinsiú.

Tá sé mar aidhm ag an tionscadal tacú le fostóirí san earnáil phríobháideach agus phoiblí araon mothú níos muiníní i bhfostaíocht Daoine faoi Mhíchumas trí fhaisnéis agus oiliúint a sholáthar maidir le tacaíochtaí agus fóirdheontais, comhairle agus treoir AD, tacaíocht le leaganacha Easy Read de bheartais agus oiliúint inmheánach a sholáthar d'fhostaithe na heagraíochta chun tacú le comhtháthú rianúil an duine faoi mhíchumas sa lucht saothair, aitheantas a thabhairt do chumas an duine faoi mhíchumas agus bearta feasachta agus cóiríochta a chur chun cinn laistigh den fhórsa saothair.

Díreoidh an Tionscadal seo ar fhostaíocht agus socrúcháin oibre fiúntacha a chinntiú do dhaoine faoi mhíchumas le tacaíocht ó oiliúint chuí chun feabhas a chur ar a n-ullmhacht fostaíochta trí chóras comhoibríoch i measc chomhpháirtithe an tionscadail.

### Príomhchuspóir

Mar Mheantóir Comhordaithe, tá dhá ról agat:

Comhordú foriomlán an tionscadail **agus** tacaíocht mheantóireachta duine le duine do

Dhaoine faoi Mhíchumas a sholáthar.

### Príomhchúraimí agus Freagrachtaí

#### Leis an rannpháirtí:

- Rannpháirtithe oiriúnacha a aithint agus a mhealladh do thionscadal nó do thionscadal Conairí Cuimsitheacha chun Fostaíochta.
- Meantóireacht a sholáthar do rannpháirtithe ar bhonn duine le duine ag baint úsáide as cur chuige atá dírithe ar an duine.
- Próifíl ghairmiúil a thiomsú a bhunóidh scileanna agus ionchais an rannpháirtí agus bacainní agus riachtanais tacaíochta a aithint.
- Plean atá dírithe ar an duine a fhorbairt le gach rannpháirtí.
- Ag obair le do rannpháirtí riachtanais chuí oiliúna agus forbartha scileanna a shainaithint, ina dhiaidh sin déan comhrá/ tagairt a dhéanamh d'eagraíocht chuí
- Comhordú a dhéanamh ar sholáthar oiliúna cuí duine le duine agus oiliúint ghrúpa do rannpháirtithe bunaithe ar a gcuid scileanna agus leibhéal riachtanas.
- I gcomhar leis an Oifigeach Idirchaidrimh d'Fhostóirí, poist oiriúnacha a shainaithint trí phlé le rannpháirtithe agus le fostóirí araon.
- Socrúcháin taithí oibre teoranta ama a eagrú nuair is cuí agus de réir riachtanais na rannpháirtithe.
- Tacaíocht agus oiliúint chuí a chur ar fáil chun cur ar chumas rannpháirtithe fostaíocht íoctha a dhaingniú agus a chothú.
- Iarchúram a sholáthar trí thacaíocht leanúnach.
- Tacaíocht mheantóireachta a chur ar fáil do rannpháirtí/fostaí agus d'fhostóir suas le 3 mhí tar éis don rannpháirtí dul i mbun an phoist nua.
- Na grúpaí tacaíochta piaraí seisiúin a eagrú agus a chomhordú ar bhonn démhíosúil
- In éineacht leis an meantóir tacaíocht a thabhairt do dhaoine aonair atá ag smaoineamh ar fhéinfhostaíocht, lena n-áirítear comhordú a dhéanamh ar oiliúint réamh-Start Your Own Business agus atreoruithe chuig gníomhaireachtaí cuí, meantóireacht agus tacaíocht

#### Líonrú

- Freagairt iomlán cuideachta a fhorbairt ar fud GCP ar riachtanais Daoine faoi Mhíchumas agus córais atreoraithe inmheánacha éifeachtacha a bhunú.
- An coiste stiúrtha a bheochan agus a éascú
- Líonra teagmhálacha a fhorbairt agus caidreamh a thógáil le baill an Choiste Stiúrtha agus níos leithne le Gairmithe Sláinte, Seirbhísí Sóisialta, Oifigí DSP, chun cabhrú leis an atreorú, an measúnú agus an tacaíocht do chuardaitheoirí poist.
- Oibriú le fostóirí chun deiseanna fostaíochta a fhorbairt trí raon tionscnamh tacaíochta.

- Feasacht a ardú ar Bhealaí Cuimsitheacha chun Fostaíochta trí chur i láthair, freastal ar chruinnithe/imeachtaí.
- Feasacht a fhorbairt agus a chur chun cinn maidir leis na nithe seo a leanas:
  1. Saincheisteanna míchumais agus fostaíochta.
  2. Ábhair a bhaineann le fostaíocht, lena n-áirítear cláir fostaíochta ábhartha an Rialtais
  3. An margadh fostaíochta áitiúil agus riachtanais reatha na bhfostóirí
  4. Próisis earcaíochta agus roghnúcháin
  5. Uasmhéadú ioncaim lena n-áirítear sochair leasa
  6. Saincheisteanna coinneála agus ath-implonaithe.

### **Maoirseacht agus riarachán**

- Maoirseacht agus tacaíocht a thabhairt do na baill foirne eile laistigh den tionscadal.
- Tacú le cur i bhfeidhm an Fhoireann Uirlisí d'Fhostóirí agus an Treoir Dea-Chleachtais
- Tacú le rolladh amach na hOiliúna Tacaíochta Piaráí d'Fhostaithe mar a sholáthraíonn an tOibrí Píartacaíochta
- A chinntiú go gcomhlánaíonn gach páipéarachas agus gach tuarascáil go cruinn agus go tráthúil i gcomhréir le riachtanais an mhaoinitheora
- A chinntiú go bhforbrófar agus go gcothabhálfar bunachar sonraí fostóirí cruinn agus cothrom le dáta
- Léiriú ar líne an tionscadail a fhorbairt agus a nuashonrú

#### **Freagrachtaí Eile:**

- Obair a dhéanamh agus aird chuí á tabhairt ar chroíluachanna agus ar chuspóirí GCP
- A chinntiú go gcuirfear beartais agus nósanna imeachta uile GCP i bhfeidhm go héifeachtach agus cloí leo.
- Páirt a ghlacadh sa phróiseas Bainistíochta Feidhmíochta agus Breithmheasa GCP, agus spriocanna gearrthéarmacha, meántéarmacha agus fadtéarmacha a chomhaontú leis an gCeann Tacaíochtaí Fostaíochta
- Sainaithin do riachtanais foghlama agus forbartha i gcomhar leis an gCeann Tacaíochtaí Fostaíochta

## Sochair GCP

Tá gach sochar GCP faoi réir an pholasaí atá i réim agus fad seirbhíse gaolmhar.

- Is féidir rogha oibre hibrídeach tar éis tréimhse phromhaidh rathúil 6 mhí.
- 27.5 lá Saoire bhliantúil ag méadú go 30 lá sa 3ú bliain seirbhíse
- Saoire lánroghnach 1 lá do Lá Folláine
- Suas le 10% de Ranníocaíocht Pinsin Fostóra bunaithe ar Ranníocaíocht Fhostaithe a mheaitseáil, tar éis 6 mhí seirbhíse
- Clár Cúnaimh d'Fhostaithe
- Páirceáil foirne ar fáil ar bhonn uainíochta

Tá an Conradh seo le haghaidh post lánaimseartha de 35 uair sa tseachtain ar feadh téarma seasta go dtí an 31 Nollaig 2028 faoi réir leanúint ar aghaidh leis an maoiniú, beidh tréimhse phromhaidh i bhfeidhm. Is féidir fad an phoist a shíneadh, ag brath ar mhaoiniú.

Beidh an ról lonnaithe in Oifigí Comhpháirtíochta Chathair na Gaillimhe laistigh d'Ionad Acmhainní Pobail Bhaile Bháin, Baile na Báine, Cathair na Gaillimhe.

## Conas Iarratas a dhéanamh

Is éard a bheidh i gceist leis an roghnú ná gearrliosta na n-iarratasóirí le haghaidh agallaimh bunaithe ar na critéir don phost seo mar atá leagtha amach thuas. D'fhéadfaí painéal a bhunú óna bhféadfaí folúntais den chineál céanna a chomhdú.

Seol do Curriculum Vitae agus do Litir Chumhdaigh trí ríomhphost chuig [recruitment@gcp.ie](mailto:recruitment@gcp.ie) faoi 4pm an 24 Meán Fómhair 2026.

Is fostóir comhdheiseanna í Comhpháirtíocht Chathair na Gaillimhe.



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