

# Employer Liaison Officer

## Background to the Role

Galway City Partnership (GCP) has been successful in securing Dormant Accounts Funds from the Dept. of Justice for an '**Inclusive Pathways to Employment**' project and is collaborating with the Galway Chamber of Commerce in its implementation.

Galway City Partnership through its programs will identify unemployed people with a disability and work to progress these clients into full time and part time work across the city. Our team will help jobseekers identify their employment aspirations and overcome the barriers to securing their employment goals.

The Employer Liaison Officer is a key position that will support the project in developing and maintaining relationships with employers across the city with the aim of securing employment roles and opportunities for our identified clients.

## Main Objective

- Work with GCP and the Galway City Chamber of Commerce, to identify and broker suitable employment and apprenticeship opportunities in response to the identified employment goals of jobseekers engaged on the 'Inclusive Pathways to Employment' program.

## Key Tasks & Responsibilities

- Undertake research to identify potential employers who meet the geographic and role needs of our clients
- Cold-call and meet with local businesses to introduce Inclusive Pathways to Employment with the aim of generating suitable vacancies
- Build and maintain relationships with employers capable of offering individual/ multiple vacancies to clients
- Work with employers to identify issues they face in recruiting people with a disability
- Develop a knowledge bank of supports to help employers
- Encourage and support employers, (public & private sector), to provide employment, training and/or job-placement opportunities for people with disabilities
- Achieve required placement targets
- Support the Project Coordinator and act as the intermediary between clients and employers

- Agree key tasks, milestones and reporting systems with the Project Coordinator
- Develop training in disability awareness programmes to deliver to employers
- Liaise effectively with other GCP teams in developing appropriate cross programme supports for clients
- Regularly communicate current and pipeline vacancies with all GCP staff, and ensure they are fully aware of the employers' requirements
- Contribute to the development of and maintenance of an accurate and up to date employer database
- Ensure accurate and timely completion of all paperwork and reports in line with funder requirements and submit same to the Project Coordinator.
- 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 the CEO of GCP; CEO of the Chamber and the Project Coordinator.
- Identify your learning and development needs in conjunction with the CEO of GCP and Project Coordinator
- Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.

### **The ideal candidate should have:**

- A background in either Recruitment Consultancy / HR/ Sales
- Proven record of business development and sales
- Cold calling experience
- Own transport
- A goal-orientated approach to work
- Ability to achieve targets
- Strong IT skills – Excel / PowerPoint

The salary for the role is €31,055 and the position is until 31<sup>st</sup> December 2022