



Pathways to Progress: Migrant Employment Programme Manager
(Full time, permanent, subject to funding)
Salary €60k pa

At the Open Doors Initiative we run a series of programmes in partnership with business and NGOs that provide access to training, education, job preparation and employment for people who are often excluded or marginalised. We have had significant successes in our programmes to support people with a disability through *Employers For Change* and *Towards Work*.

We are launching a new programme – *Pathways to Progress: The Migrant Hub* - which will provide advice, support and professional guidance to people who are migrants to Ireland, are refugees or are seeking asylum in Ireland, who are looking to pursue further education, training, employment or entrepreneurship.

We are looking for a dynamic Programme Manager to lead the implementation and development of our new programme. The details of the role are below.

We are an inclusive, equal opportunities employer. We believe that diversity and inclusion drive success and help us to achieve our highest potential as an organisation. We welcome applications from people of all backgrounds and abilities, and strongly welcome applications from members of minority and marginalised communities. Please let us know if you require reasonable accommodation for the interview process and we will do our utmost to accommodate you.

Required Skills & Experience

- Experience of working across a wide range of stakeholders, ideally including business, public sector, nonprofits and community organisations.
- A demonstrated ability to build productive networks and partnerships with a variety of stakeholders, including stakeholder and project management experience.
- Proven ability to develop innovative, successful programmes and resources.
- Excellent interpersonal, communications, listening and presentational skills.

- Demonstrated ability to work independently with minimal supervision, showcasing leadership, versatility, and integrity and high professional values, with strong multi-tasking and time management skills.
- Proficiency in Microsoft Office and database usage and management.
- An interest in people and their progression through education and employment.

Additional Desirable Skills & Experience:

- Understanding of the issues facing members of the migrant community.
- Understanding of the pathways to sustainable employment, including education, training and job preparation and integration.
- Experience, in either a voluntary or paid capacity, of working with vulnerable or marginalised communities.

Responsibilities and Duties

- Develop and share expertise on all issues migrant related particularly barriers to employment. Implement this knowledge in the creation of policies, procedures, innovative programmes, guidance notes, events and seminars for member companies.
- Oversee the creation, rollout and ongoing enhancements of programmes for migrant people seeking employment, further education or training, or pursuing a future in entrepreneurship, including ongoing development of the web-based Migrant Hub.
- Create a partnership process with relevant NGOs to ensure strong recruitment and participation of migrants in the programme.
- Develop and implement processes to fully include migrant people, experiences and expertise across the programme.
- Support participants and member companies, assisting and guiding them through the Open Doors Initiative/Pathways to Progress journey to employment and self-employment.
- Create opportunities for employment for migrant people through training and placements with member companies and new companies, and through developing partnerships with business representative and sectoral organisations, the public sector, educational institutions and community organisations.
- Consistently look at ways of promoting inclusion of participants from the migrant community within the workforce and as entrepreneurs.
- Provide onboarding material and training sessions for participants and member companies as they prepare to fill or create positions.

- Promote the work of the Programme and the work of ODI through traditional and social media, including promoting equality, fairness and workplace integration.
- Interact regularly with the Senior Management to provide progress on all aspects of the work. Some work may be out of hours and at weekends so reasonable flexibility will be required.
- Liaise with ODI team on migrant issues to ensure cohesion across all programmes and to build a strong intersectional dimension to all our work.

This description is intended to give an overview of the role and is not exhaustive. The programme is new, building on work already done by ODI, and the ideal person will seize the opportunity to build a thriving service that harnesses the skills, expertise and needs of people who are migrants, and of our member companies and their staff, to create a programme that supports migrant people and that contributes significantly to an ethical, fair and inclusive society.

To Apply:

Please send a covering letter (max 1 page) and your CV (max 2 pages) in a single pdf file named 'XXXX Programme Manager' where XXXX is your name, to: info@pathwaystoprogress.ie