



**Employment Co-ordinator Position**  
***(Full time role - Subject to funding)***

**€60k pa**

The Open Doors Initiative provides opportunities to some of the most marginalised members of our society including:

- Refugees, asylum seekers and migrants
- Young people under 25 from disadvantaged backgrounds
- People with a disability
- Intersectionality between these groups

The role of the Employment Co-ordinator at the Open Doors Initiative is to provide best in class advise, support and professional guidance to members of the above marginalised groups seeking employment, from both an internal and external perspective.

This description lays out the responsibilities, duties and expectations of the position holder.

**Responsibilities and Duties**

- Become an expert in all issues employment related to marginalised people, particularly in HR, grants and legislation. Implement this knowledge in the creation of policies, procedures and guidance notes for member companies.
- Consistently look at ways of promoting inclusion of marginalised people within education, the workforce and as entrepreneurs
- Communicate with participants and member companies, assisting and guiding them through the Open Doors Initiative journey to employment and self-employment
- Provide onboarding material and training sessions for member companies as they prepare to create positions
- Utilise your knowledge of the business, political and NGO sectors to provide enhancements on partnership and consider the possibility of joint projects which will benefit ODI
- Display good interpersonal, communications, listening and stakeholder management skills

- Ability to write policies and toolkits which help our companies and participants
- Demonstrate the ability to work independently with minimal supervision, showcasing leadership, versatility, and integrity and high professional values
- Provide the CEO with a stream of new innovations and search for possible funding opportunities to sustain ODI, its ethos and vision
- Interact regularly with the CEO to provide progress on all aspects of the work
- Create social and traditional media strategies to promote and attract followers to ODI, in a responsible manner and put our purpose and messages across
- Demonstrate some experience in website, recruitment and database management
- These are not an exclusive description of the duties of the position and some additional work may arise that requires the attention of the position holder
- Some work may be out of hours and at weekends. Flexibility would be required in the role, within reason

### **Qualities of desired candidates**

We work at a fast pace and turn our hand to anything. We need someone who will work well with the existing team and take on the role and make it their own. We collaborate and come up with ideas to make our organisation and its work, better. Everyone contributes and has a similar ethos of doing the best we can for our companies, supporting partners and most importantly, our participants. We want a candidate who fits with us and will help us to create better opportunities for our people

**All applications to [info@opendoorsinitiative.ie](mailto:info@opendoorsinitiative.ie)**

*We are an inclusive employer and welcome applications from people of all backgrounds and abilities. Please let us know if you require reasonable accommodation for the interview process and we will do our utmost to accommodate you. This is a remote working role but some travel may be required.*