

<b>Role Specification</b>
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<b>Title:</b>	<b>Assistant Manager</b>
<b>Grade:</b>	<b>7</b>
<b>Unit:</b>	<b>Activation and Recruitment in Construction Skills (ARCS)</b>
<b>Reporting to:</b>	<b>Director of Construction, Quality and Green Skills</b>
<b>Ref:</b>	<b>370</b>

**Role Summary:**

SOLAS, together with the Department of Employment Affairs and Social Protection (DEASP), The Education and Training Boards Ireland (ETBI) are establishing a cross functional Activation and Recruitment Unit (ARCS) to support the Construction industry.

The role will be based in SOLAS (working remotely, initially) with a remit of working with team members from DEASP and ETBI to establish the full range of labour activation and Further Educational supports for those seeking employment within the Construction sector.

**Key Tasks \ Responsibilities:**

- Working closely with the Head of Employer Relations in the day-to-day operations of the ARCS to support efficient planning, a well-functioning team, and timely achievement of the ARCS core deliverables.
- Lead on the provision of information to jobseekers on employment supports and suitable construction related training courses which are available to them and make referrals as appropriate.
- Provide career advice, information, and guidance on Construction training employment opportunities.
- Meet with employers and representatives from Professional Bodies and document key information for dissemination to those seeking employment in the Construction sector.
- Promote the work of the ARCS unit via social media platforms to increase visibility and awareness of DEASP \ SOLAS \ ETBI FET projects, webinars, and strategies etc.
- Identify people who previously worked in the construction sector and moved – via jobseeker supports - to other sectors and communicate employment opportunities in the construction sector to these workers.
- Establish partnerships within the ETBs regionally to embed the Construction activation process across the broad range of FET provision.
- Lead the work with these stakeholders and individual employers to promote take-up of recruitment supports such as WPEP, WSS and Jobs Plus programmes.
- Oversee the management of activation, reporting systems and reporting metrics.
- Led on dedicated projects supporting EURES/Employer Construction recruitment campaigns.

- Devise/lead on the Construction employer engagement.
- Promote Construction career paths to job seekers, employers, other groups, to include Schools, Chambers of Commerce, Universities.
- Partner with SOLAS/DEASP/ETBs to progress opportunities for jobseekers arising from Green Skills Action Programme.
- Other duties as required by the Head of Employer Relations in DEASP.

## **Requirements**

### **Essential**

- A minimum of 3 years relevant management experience.
- Comprehensive knowledge of the Further Education and Training sector \ labourmarket activation strategies.
- Proven record of achievement, within tight timeframes of project management and delivery.
- Proven record as an excellent communicator with highly developed interpersonal and influencing skills.
- An innovative and flexible approach to careers work.
- A high level of proficiency in IT.

### **Desirable**

- Relevant professional qualification, preferably in Career Guidance, Training \ Education or Construction.