

## Career Guidance Education & Employment Facilitator

### Job Specification & Terms and Conditions

<b>Job Title and Grade</b>	Career Guidance Education & Employment Facilitator
<b>Closing Date</b>	Thursday 19th February 2026
<b>Location of Post</b>	Oberstown Children Detention Campus
<b>Contract Type</b>	Permanent Full Time
<b>Salary Scale</b>	€37,555 to €73,237 per annum pro rata for part time contracts. Secure Unit Allowance of €2,729.49 pro rata.
<b>Working Hours</b>	Hours of attendance will amount to not less than an average of 39 hours per week. Successful candidates will be required to work on a roster, including Saturdays, Sundays and public holidays, and such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.
<b>Annual Leave</b>	23 days annual leave pro rata.
<b>Reporting Relationship</b>	The person appointed to this position will be advised of reporting relationship on appointment.
<b>Purpose of the Post</b>	<ol style="list-style-type: none"> <li>1. To support and improve meaningful education, training, and employment opportunities of young people through the Oberstown Careers Portal Platform.</li> <li>2. To support young people to achieve positive outcomes through holistic, client-centred education, employment, and vocational interventions.</li> <li>3. To empower young people to take responsibility for their life choices and explore future career directions to build self-efficacy.</li> <li>4. Work directly with young people in the care of Oberstown, their families, as well as internal and external professionals and agencies, in the provision of services to support the care and development of the young person and their re-integration into the community.</li> <li>5. Support the on-going development, implementation, and research of the Oberstown Careers Portal Platform.</li> </ol>

## Principal Duties and Responsibilities

- Act as an education and employment support worker to the young people in the care of Oberstown.
- Network and collaborate with professionals and other colleagues to enhance the educational experience of young people whilst resident in Oberstown and following discharge.
- To work in partnership with colleagues and other professionals to meet the social, emotional, educational, training, employment, health, and mental health needs of young people transitioning from Oberstown.

- Work in partnership with the family, aftercare services, and organisations to support the young people to access meaningful educational, training and employment opportunities.
- Provide on-going support and assessment of needs for young people as part of the journey through care, the placement planning process and transitioning from Oberstown.
- Develop an individualised and realistic career path plan with the young people with the aim of securing education, training or employment post release and support them to set out goals in achieving this.
- Responsible for tracking and recording the progress of the young person's career skills development. This includes supporting the young person to develop an individualised skills portfolio to demonstrate evidence.
- Promote positive initiatives and pathways for young people in the areas of education, training, and employment.
- Facilitate group work that promotes careers education, planning and development.
- Support the young people to build their confidence in preparing for the world of employment, including interview skills, and developing a CV.
- Integrate and embed the Oberstown Careers Portal Platform as a key component of the programme of care for young people in Oberstown.
- Engage in continuous professional development and attend events to support the role in terms of holistic career guidance provision.
- Remain up to date with current thinking and practice relevant to your role.
- Assist in the development of new projects for young people based on their unique needs.
- Provide and attend when required reports at placement planning meetings.
- Liaise with existing education and training programmes in a variety of settings to support and provide progression placement for young people.
- Canvass and network with appropriate organisations, employers, education and training providers to provide meaningful opportunities for the young people.
- Develop employer networks and a directory of placement opportunities.
- Provide follow-up support to Employers and young people placed work settings.
- Collate and gather data and generate reports to support all projects.
- Carry out duties in line with the Oberstown Children Detention Campus policies and procedures, in particular the Safeguarding and Children First policies.
- Complete and maintain administrative records relating to children and young people.
- Promote positive outcomes for children and young people in areas of staying safe, being healthy, developing life and career skills, enjoying and achieving making a positive contribution to their own wellbeing.
- Act as a positive role model for the young people.
- Work in accordance with the Children's Rights Policy Framework, 12 Rules and CEHOP Models of care.
- Work in accordance with all campus wide policies and procedures, such as care, HR, health and safety, operating, etc.
- Assist in the development and implementation of the Oberstown Strategic Plan.
- Other duties commensurate with the level of responsibility that may be assigned from time to time.

**The above duties are not intended to be a comprehensive list of all responsibilities involved and, consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.**

### **Confidentiality**

In the course of employment, the successful candidate will have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

## **Professional Knowledge & Experience**

**Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.**

### **Professional Knowledge & Experience**

#### **Demonstrate:**

- Experience of working in a regulated environment.
- Demonstrate excellent numeracy skills.
- Ability to work in a systemic and process driven environment.

### **Communications & Interpersonal Skills**

#### **Demonstrate:**

- Good communication and interpersonal skills including the ability to present information in a clear and concise manner.
- Strong written communication skills.
- Ability to adapt communication style as required.

### **Problem Solving & Decision Making**

#### **Demonstrate:**

- Flexibility, problem solving and initiative skills including the ability to adapt to change.
- The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.
- The ability to recognise when it is appropriate to refer decisions to a higher level of management.

### **Team Working**

#### **Demonstrate:**

- The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders.
- The ability to work independently on own initiative and as part of a team.

- The capacity for management responsibility and initiative.
- Leadership potential and strong team skills.

### Drive and Commitment

#### Demonstrate:

- Great attention to detail and high levels of accuracy.
- A commitment to maintaining high work standards.

## Eligibility Criteria Qualifications and/ or Experience

### Essential Criteria

**Applicants must by the closing date of application have the following:**

- Be registered in the Social Care Workers Register maintained by the Social Care Workers Registration Board maintained by CORU **or**
- Hold a CORU approved Social Care Worker qualification and have applied for CORU registration (evidence of application will be necessary) (<https://coru.ie/health-and-social-care-professionals/education/approvedqualifications/social-care-workers/>) **or**
- Be eligible for registration in the Social Care Workers Register maintained by the Social Care Workers Registration Board maintained by CORU (evidence of application will be necessary)
- Hold one of the following qualifications and be committed to a pathway towards Social Care education: - Youth and Community work qualification - BA (Hons) Youth and Community Development - BA (Hons) Psychology - Addiction Studies (Level 7) - BA (Hons) Counselling and Addiction Studies - Disability Diploma (Primary Care) - Degree in Social Science (minimum Level 7)
- And have the requisite knowledge and ability (including a high standard of suitability and ability) for the proper discharge of the duties of office

\*Oberstown will support successful candidates appointed as social care workers to attain a social care qualification in the future which will enable the opportunity for future career progression

### Desirable Criteria

- Hold a Level 8 Adult Guidance, Theory & Practice Qualification or equivalent or working towards
- An understanding of the Irish Education System
- A general knowledge of the Oberstown Career Portal Platform
- Ability to work under your own initiative in the provision of care of young people

## Application and Selection Process

For any queries or more information on this role please contact the HR department at [recruitmentmail@oberstown.com](mailto:recruitmentmail@oberstown.com) or call 01 852 6407

### How to Apply

Applications must be made by submitting the following documents:

- A **short cover letter** outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position
- A comprehensive **CV**, which must include an outline of your education to date (including level on NFQ) and months of work experience to date
- As part of your application, you are required to clearly indicate the following in your CV or Cover Letter:
  - Confirmation of whether you hold a current, full, clean driving licence
  - Disclosure of any criminal convictions, where applicable

In order to apply for the post of **Career Guidance Education & Employment Facilitator**, please forward the above requested information via email to [recruitmentmail@oberstown.com](mailto:recruitmentmail@oberstown.com) by **Thursday 19<sup>th</sup> February 2026 @ 5pm.**

Only fully submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Oberstown is satisfied that such a person fulfils the essential requirements.

**Incomplete or late applications will not be accepted.**

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application
- a competitive preliminary interview
- completion of an online questionnaire(s)
- case study/work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate
- a competitive interview which may include a presentation

### Please Note

We endeavour to give as much notice as possible for interview dates etc.; candidates should make themselves available on the date(s) specified by Oberstown Children Detention Campus.

### Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

**Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.**

### Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

### Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

### Candidates' Obligations

- A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

### Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

### Character

Each candidate must be of good character.

### Age

Age restrictions shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation Act 2004). A candidate who is not classified as a new entrant must be under 67 years of age.

## Other requirements of the role

### Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.