



Job title	Employment Liaison Officer
Organisation Profile	NOW Group is an award-winning social enterprise operating across Belfast and Dublin. We are committed to working with individuals and businesses to unlock potential and create meaningful, lasting change across the island of Ireland. Our work focuses on supporting people who are neurodiverse, autistic, or have a learning disability, helping them to build skills and progress into sustainable, future-focused employment. Through tailored training programmes, inclusive job opportunities, and community-based support, we empower individuals to achieve their goals and thrive in the workplace.
Candidate Brief	We are seeking an experienced and dedicated Employment Liaison Officer to play a vital role in a groundbreaking cross-border initiative that empowers people with disabilities through skills development, targeted training academies, and clear pathways to meaningful employment. The successful candidate will deliver high-quality, person-centred support to help participants achieve their skills and educational goals, with a strong emphasis on enhancing employability through proactive employer engagement and the promotion of continuous learning and skills development. This role is part of Skills Connect, a project funded by PEACEPLUS and managed by the Special EU Programmes Body (SEUPB).
Location	Cavan & Monaghan County areas
Reports to	Employment & Training Co-ordinator
Hours	37.5 hours per week
Salary scale	€38,000 per annum
Benefits	25 days annual leave plus 11 statutory days Health Cash Plan (on successful completion of probationary period) Access to confidential Staff Counselling & Financial Advisory Services Pension Scheme Holiday purchase scheme Flexible working & Wellbeing initiatives



Main Responsibilities

1. Ensure the effective recruitment and induction of participants, carrying out initial and suitability programme assessments.
2. Collaborate with participants and Skills Trainers to co-design, implement, and regularly review individual personal development plans, aligned to Outcome Star framework.
3. Provide person-centred mentoring and support to participants throughout their individual journeys, helping them achieve their educational and skills goals. This includes coordinating access to pre-employment training, practical and theory-based academies, and other pathways to higher-level skills and qualification attainment.
4. Develop and maintain strategic partnerships with employers and learning providers to enhance participant outcomes and outputs, while creating sustainable pathways into employment, training, and further education.
5. Support employed participants with career progression, upskilling, and transitions into other identified sectors, promoting continued lifelong learning and sustainable career development.
6. Conduct scoping exercises and utilise labour market intelligence to proactively engage with a diverse range of employers, identifying emerging recruitment needs and aligning these with participant skills and aspirations to create meaningful employment opportunities.
7. Deliver Equality, Diversity, and Inclusion (EDI) training to strengthen the capacity of local employers and communities in creating inclusive, equitable, and supportive environments.
8. Proactively manage participant engagement and programme promotion to achieve and maintain full occupancy levels, ensuring alignment with funder requirements and compliance standards.
9. Assist in monitoring and evaluating the project by accurately capturing participant progress, maintaining detailed records of attendance, and documenting service outcomes to inform continuous improvement and reporting.

This job description is not definitive and may be subject to review as the duties and responsibilities determine.

Personnel Specification

Essential Criteria

1. A full current driving license and access to a car. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a license.
2. Leaving Certificate in English and Maths or equivalent.
3. Minimum NFQ Level 4 or equivalent in a relevant discipline.
4. Experience of liaising with employers
5. Minimum of one year's paid experience of working with either:
 - participants with learning disabilities/difficulties
 - experience assisting individuals into work
6. Clear understanding and articulation of the principles of supported employment
7. Excellent communication skills and public speaking/presentation skills.
8. Proficient in the use of the Microsoft Office suite.

October 2026



Desirable Criteria

1. NFQ Level 4 in Supported Employment.
2. Experience of building local networks.

Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The shortlisting panel will not make assumptions as to your circumstances, qualifications, and experience.

Garda Vetting

Please note that employment with NOW Group may be subject to a check from the Garda Vetting Bureau.

Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues. Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.