



Association for Higher Education Access & Disability

JOB SPECIFICATION: WAM Project Worker- Temporary Position

The Association of Higher Education Access and Disability

AHEAD is a national centre of expertise on disability in education and employment. Established in 1988 by students with disabilities, it encourages students with disabilities to go to higher education and provides them, their parents and careers advisors with information to make informed career choices. AHEAD works to improve the mobility of graduates into employment and the Willing Able and Mentoring Programme works with employers to create internships for graduates with disabilities. Our office is based in Blackrock, Dublin. Visit www.ahead.ie for more information on AHEAD.

WAM, the Willing, Able Mentoring programme works with the higher education sector and employers to change attitudes towards graduates with disability and to create conditions that build disability confidence in the workplace. This is done through encouraging employers to create internships for graduates with disabilities and facilitating the placement of those graduates. [For more on WAM, click here.](#)

Applications are invited to a temporary position of Project Worker to work with the Willing Able Mentoring project of AHEAD, based in Blackrock, Dublin.

Job purpose

To work with and support employers in the recruitment for WAM placements, to build systems to manage disability in the workplace and to assess the support and accommodation needs of graduates with disabilities starting on internship programmes.

Core job requirements:

- To administer the recruitment and ongoing support of WAM placements
- To maintain good records in relation to all aspects of work.
- To plan, set up and review programmes of support to meet individual needs
- To analyse, evaluate and monitor the effectiveness of programmes and contribute to the reporting systems
- To maintain close communications with programme participants.
- To liaise with AHEAD staff and staff of WAM employers
- To communicate with and provide key-work support to identified staff within WAM employers

- To work closely with a network of employers participating in the WAM programme.
- To liaise with community and other organisations.
- To deliver and facilitate training events including mentoring training, disability awareness training and other employer events
- To organise events for employers and/or graduates as necessary

Requirements of AHEAD staff:

- To understand the work of AHEAD and to operate within its values and procedures.
- To operate as part of a team and to contribute to the development of the work of AHEAD.
- To work on AHEAD projects and events as required
- To be respectful of all staff and contacts of AHEAD.
- To maintain confidential and professional boundaries.
- To share information and to take part in the smooth flow of information within AHEAD
- To undertake your duties as are requested by your line manager.
- To undertake such duties as might be reasonably assigned from time to time in consultation with your line manager

Personal Skills/Abilities Required:

- Proficiency in Microsoft Excel, Word, Outlook and PowerPoint
- Ability to work on own initiative, to get things done and to consult where appropriate
- Ability to communicate professionally via phone, internet and other media
- Ability to maintain records and prepare evaluation and annual reports
- An ability to be flexible and to work as part of a team
- Ability to organise events and make presentations

Necessary Qualifications:

A recognised third level qualification in broad area of Education, Social Work, Social Care, or another related discipline is desirable – however knowledge about the higher education system in Ireland is necessary.

How to Apply?

Please email a CV and cover letter outlining your interest in the position to Cass Horton - ahead@ahead.ie by close of business Tuesday 12th August 2014.