



DEVELOPING CAPACITY | VALUING DIVERSITY | BUILDING PEACE



**EMPLOYABILITY WORKER
(FULL TIME to March 2027, extension dependant on
funding)
INFORMATION PACK**

May 2026

Introduction

Dear Candidate

Thank you for your interest in joining Springboard as an Employability Worker.

The Employability Worker will work with young people aged 16-30 years to support them increase personal and employability skills. The programme will provide one to one mentoring and workshops through flexible development pathways to suit each young person. You will lead delivery to ensure positive impacts for our young people.

We're as keen to develop our staff as we are the young people we support, so this role offers a great

opportunity for development and growth.

Our values and our participants guide us in everything we do, so if you are as passionate as we are, about using your experience to support young people, we would love to hear from you.

Steph O'Rourke

Executive Director



Who are Springboard?

Springboard are changemakers, committed to building a society that develops and strengthens capacity, promotes citizenship, better values diversity and increases mutual appreciation across all people.

Over the past three decades we have remained focused in supporting young people and communities from areas facing disadvantage.

We are committed to:

- empowering people and communities and supporting growth where the future offers choices, opportunities, and advantages.
- supporting a re-invigorated sense of belonging and responsibility for where we all live.
- contributing to a society that is inclusive and values mutual understanding and diversity.



What we can offer you!

- competitive salary at £27,254 per annum for Employability Worker
- 3% pension contribution
- fixed term contract 2026-2027 (extension dependant on funding)
- childcare vouchers scheme
- paid comprehensive induction
- 37 days per year, including statutory days
- travel mileage
- laptop & mobile phone provision (if appropriate)
- wellbeing & development days
- support & supervision
- team meetings for shared learning & practice
- continuous professional development including non-managerial support and half day per week release for approved training
- organisation volunteer days, and
- an enjoyable workplace!

Job Description: Employability Worker

Title:	Employability Worker
Responsible to	Executive Director
Reports to	Coordinator
Hours:	37.5 hours per week
Location:	Belfast
Duration:	Up to March 2027 (extension dependant on funding)

Main Responsibilities

- Ensure youth development approach and principles are embedded in delivery and lead to change, with co-design processes creating a genuine climate for engagement and clear role in design and delivery.
- Assist in marketing the programme. Lead in the engagement, recruitment and selection of participants within agreed profile. Build collaborative relationships with relevant agencies and stakeholders.
- Work with parents/guardians to ensure consent (as required) and support young person and act as an advocate for young person's interests.
- Carry out induction, undertake baseline assessments across personal, social, vocational and employability areas and co-design/maintain individual action plans based on identified need.

- Assume leadership in creating and fostering a climate which encourages positive growth and personal development in the participants
- Mentor, coach and support young people to reflect on development and facilitate personal and social growth and build employability.
- Assess and identify participant's barriers to employment and learning and development needs and support them through appropriate person-centred interventions. Source specialist support as needed to address barriers.
- Responsible for maintaining effective recording systems and caseload management.
- Undertake programme design with programme team. Deliver (both online and face to face, is needed) non-accredited training and accredited training to increase personal and social development, employability.
- Provide 'world of work' activities including work placement, accessing careers information/advice to support progression.
- Source progression opportunities for young people and support their transition into employment.
- Undertake administrative and organisational functions of the programme.
- Compliance of Springboard accounting systems.

General Responsibilities

There are standard duties and responsibilities all employees irrespective of their role within Springboard are expected to be familiar with and adhere to:

- Treat everyone with courtesy and respect.
- Prepare for and participate in all individual and staff development activities.
- Attend regular training and development opportunities to maintain an up-to-date skills and knowledge.
- Participate fully in conferences, courses, meetings as required.
- Participate in development of innovative and alternative approaches to work with young people.
- To ensure confidentiality, always, only releasing confidential information obtained during the course of employment to those acting in an official capacity and in accordance with the provisions of Data Protection Act and amendments.
- Awareness of organisation objectives and provision and compliance with all procedures, policies, and regulations.
- Promote the aims and objectives of the organisation.
- Committed to and work within the code of conduct, mission, values, and objectives of Springboard.
- Carry out any other duties as required.

This job description is a broad picture of the job at the date of preparation. It is not exhaustive; the job holder will be expected to be flexible. It is recognised that jobs change and evolve over time and any necessary changes will be discussed with the job holder.

Person Specification: Employability Worker

ESSENTIAL CRITERIA	
Educational and Professional Qualifications	Hold minimum Level 4 qualification in a relevant field.
Experience	<p>Experience of delivering employability and personal development training/workshops.</p> <p>Experience and expertise in mentoring / one to one assessment & support of young people facing multiple/complex issues.</p> <p>Experience of recording and reporting on participant development.</p>
Skills & Abilities	<p>An ability to work in a target driven environment.</p> <p>Excellent organisational and time management skills including planning and prioritisation of work. Ability to work on own initiative, be self-motivated, and flexible.</p> <p>Computer literacy (use of Microsoft Outlook/Word) and good written and oral communication skills.</p> <p>Ability to maintain confidentiality</p>
Qualities	<p>Good social skills for internal and external communication.</p> <p>Ability to work as a key member of a team.</p>
Other Factors	<p>Commitment to own development.</p> <p>Ability & willingness to work outside of normal hours on some occasions.</p>
DESIRABLE CRITERIA	
Education	<p>Has or currently studying 3rd level qualification in relevant field</p> <p>GCSE Maths and English OR Level Two Literacy & Numeracy or above</p>
Other	Current full driving licence and access to transport. Consideration will be given to alternative travelling proposals in respect of applicants with a disability.



Applicants please note

We reserve the right to heighten criteria based on demand. Applicants will be considered for other roles with similar specification. **Springboard does not provide individual feedback on applications or post interviews.**

Springboard is an Equal Opportunities Employer

HOW TO APPLY

Complete the application form including monitoring form and email to recruitment@springboard-ops.org

TIMELINE

Closing date for applications	4.00pm on Wednesday 27th May 2026
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112-114 Donegall Street, Belfast BT1 2GX

Tel: 028 90 315111

Email: recruitment@springboard-ops.org

Website: www.springboard-ops.org

Twitter: [@springboardopp](https://twitter.com/springboardopp)

Facebook: [@Springboard Opps](https://www.facebook.com/SpringboardOpps)

Instagram: [@springboardopps](https://www.instagram.com/springboardopps)

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