

**Employment Officer**

Employment Officer - Full time/part time hours (Belfast)

1 x 21-25hpw (Derry/Londonderry)

1 x 28hpw (Belfast Workable-temporary March 2024)

**Reference:** 24/06/EO/01

**Job Title:** Employment Officer

**Reporting To:** Employment Manager

**Based:** As per above

**Hours:** As per above

**Duration:** The position will permanent depending on funding

**Salary:** £25,000 FTE

**About Orchardville**

We are a registered charity and social enterprise committed to changing the lives of people with learning disability and autism. We believe that with the right support, any individual with a learning disability or autism can reach their full potential and achieve their employment aspirations. Providing services in the Belfast, South Eastern and Western Health and Social Care Trust areas, we support people with learning disability and/or autism aged 16-65 through a range of individualised services and programmes. Social enterprises form a key part of our provision, allowing participants to experience work in a real business environment with on-site support from vocational mentors. For further information please visit <https://www.orchardville.com/>

**Why should you apply?**

Would you like to join a friendly and passionate team where you can really make a difference?

We offer a competitive salary with good benefits including generous 35 days holiday entitlement (part-time employees are entitled to holidays on a pro-rata basis), pension scheme, life cover and employee assistance programme. We provide an opportunity for professional development both through training and through exposure to a variety of challenges with the chance to learn and develop new skills.

**The essentials**

* Please see job description for a full list of essential criteria.

**Desirable Criteria**

* Please see job description for a full list of desirable criteria.

**Why Orchardville?**

We strongly believe in an inclusive and supportive work culture. We recognise the importance of a good work-life balance and the need for a fulfilling and rewarding career. We understand the changing demands of life and the need for flexibility in working arrangements to meet these demands. Orchardville is an equal opportunity employer and as such we will consider all qualified applicants regardless of gender, race, disability, religion/belief, sexual orientation, or age.

**For a full job description and personnel specification please contact** [tia.mcleod@orchardville.com](mailto:tia.mcleod@orchardville.com)

**Closing date for applications/CV’s is noon on Monday 17th July before 3pm.**