Tosú: Gate Training & Employment Officer, Cork Prison

The Gate Service, Training & Employment Officer Role:

Tosú is recruiting for a Gate Service Training & Employment Officer position in Cork Prison, subject to operational requirements.

The Training and Employment Officer (TEO) works with referred prisoners to explore future directions and develop a realistic plan for release with a focus on training, education or employment and the identification of barriers that may hinder progression.

The Gate Service:

The aim of the Gate Service is to promote desistance from criminal activity through its innovative guidance and placement service. Its Training & Employment Officers (TEO'S) are located in the following prisons – Mountjoy Prison Campus, The Dóchas Centre, Wheatfield Prison, Cloverhill Remand Center, and the Midlands and Portlaoise Prison Complex. The ultimate goal of the Gate Service is to provide meaningful employment for former offenders.

Contract Type:

- Contract of indefinite duration
- 5-days/35 hours per week exclusive of breaks, Monday to Friday

Job Summary:

- Work with referred prisoners and ex-prisoners to identify their employment, education and training needs and support their progression towards meaningful employment.
- Provide one-to-one, client-centred guidance to offenders, supporting them to explore their abilities, aspirations and future career directions.
- Develop individualised and realistic career and employment plans with clients, with the ultimate aim of securing sustainable employment following release.
- Assess individual needs, skills and aspirations and identify appropriate education, training and

employment opportunities.

- Liaise with education, training and employment providers to support progression and placement opportunities for clients both pre- and post-release.
- Engage with employers and training agencies to develop suitable placement and employment opportunities for clients.
- Develop and maintain positive relationships with employers and provide ongoing support to both employers and clients following placement.
- Liaise with Intreo, Department of Social Protection, Local Employment Services, ETBs, Area Partnerships and other relevant agencies to support client progression and complement existing services.
- Develop and maintain employer networks and a directory of suitable employment, education and training opportunities.
- Maintain accurate and up-to-date client records, prepare reports and provide timely management information and statistics in line with organisational requirements.
- Participate in meetings, group work, service development and strategic planning as required.
- Ensure resources are used effectively and comply with relevant legislation, policies, Prison Rules, data protection and health and safety requirements.
- Participate in relevant training and professional development and remain up to date with current guidance, employment trends and best practice.

What You Will Need:

- A Diploma or higher in Adult Guidance and Counselling, or a relevant third-level qualification leading to membership of the Institute of Guidance Counsellors.
- At least one year's experience working with the target group or individuals with complex support needs.
- A good understanding of the Irish Prison Service, the criminal justice system and prisoner resettlement and reintegration processes.
- Knowledge of the Irish employment market and current education, training and employment opportunities.
- Knowledge of community and statutory services, including Intreo, Local Employment Services, ETBs, Area Partnerships and agencies supporting marginalised groups.
- An understanding of the barriers faced by people who have come into conflict with the law when accessing employment, education and training.
- Excellent interpersonal, communication and networking skills, with the ability to build effective relationships with clients, employers and partner agencies.
- The ability to provide effective one-to-one guidance, assess client needs and develop realistic and achievable employment and career plans.

- Strong organisational, analytical and problem-solving skills, with the ability to manage priorities, meet targets and maintain accurate records.
- The ability to work independently and collaboratively as part of a multidisciplinary and inter-agency team.
- Proficiency in IT and Microsoft Office applications, with the ability to maintain client records and provide accurate management information.
- Fluent written and spoken English.
- A full driving licence and access to transport for business purposes is desirable but not essential.
- The ability to meet the security, Garda Vetting, health and safety and Irish Prison Service clearance requirements for working within a prison environment.

Salary and benefits:

- The starting salary point is € 37,040 per annum pro-rata and a salary scale applies.
- The salary scale for this role is as follows:
  €37,040 - €39,631 - €40,325 - €41,877 - €44,914 - €47,250 - €49,622 - €51,539 - €53,447 - €55,361 - €57,273 - €59,392 - €61,100 (MAX) - €63,438 (LSI1) - €65,350 (LSI2)

Benefits offered by Tosú may include pension contributions, Death in Service Insurance, paid maternity / paternity / parents leave, paid sick leave, Employee Assistance Project, paid volunteer days, paid annual

About Tosú:

Tosú, is a national organisation that works with State agencies in the development and delivery of services to marginalised groups, enabling communities to become more socially inclusive through best practice service provision. Tosú's current operational scope includes three national Services and three smaller projects: The Linkage Service, the Gate Service, the Resettlement Service; and The Community Support Scheme, The Community Reintegration Service, and The Supported Employment Service. In particular, it is the only national organisation for people with convictions in the community and voluntary sector with a specific focus on alternatives to both offending and re-imprisonment. This is achieved through the provision of direct services to people with convictions in the community and to prisoners, services which range from 1-to-1 guidance and placement into training, education, employment, group work, psychometric assessment, resettlement planning & support, and placement in the community. Tosú's core mission is the social inclusion of people marginalised from mainstream opportunity.

How to apply:

To apply for this role please send your CV and cover note via email to recruitment@tosu.ie before or on the closing date: **22nd October 2026.** Interviews will be held shortly after the closing date.

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Main Aims and Objectives of the Gate Service

The aim of the Gate Service is to promote desistance from criminal activity through its innovative guidance and placement service. Its Training & Employment Officers (TEO'S) are located in the following prisons – Mountjoy Prison Campus, The Dóchas Centre, Wheatfield Prison, Cloverhill Remand Center, and the Midlands and Portlaoise Prison Complex. The ultimate goal of the GATE Service is to provide meaningful employment for former offenders.

Tosú

Gate Training & Employment Officer

Job Description

Job Title:	Training & Employment Officer.
Job Purpose:	Place referred offenders into training / employment according to individual needs, abilities & aspirations. Provide a range of services to persons who have come into conflict with the law, to assist these persons to undertake/avail of the educational, rehabilitative, and training services required to contribute to society in a positive manner. Empower offenders to take responsibility for their life choices and explore future directions.
Reporting to:	Prison Supervisor.
Travel/ Full Driving License Requirements:	Vehicle and full driving license desirable but not essential.
Security Clearance:	Posts are subject to initial and ongoing Irish Prison Service Security Clearance and Garda Vetting.

Reporting to the Line Manager, the Training and Employment Officer (TEO) will provide the following range of individual supports to prisoners and ex-prisoners properly referred to the Service

Primary Responsibilities:

- Assist prison-based agencies by assessing the employment needs of referred offenders
- Offer a one-to-one client-centered guidance practice to those referred
- Develop an individualised and realistic career path plan with the ultimate aim of securing employment for clients post release
- Liaise with existing education & training programmes in a variety of settings to provide progression placement for offenders pre and post release

- Canvass appropriate employers/training agencies to place offenders in situ
- Provide after-placement support to employers and clients placed in jobs
- Liaise with existing agencies including Intreo, DSP, Local Employment Services, Area Partnerships, ETB's, to complement those services and avoid undue replication
- Develop employer networks and a directory of placement opportunities
- Maintain an up-to-date detailed file on all clients
- Furnish reports to your Line Manager and attend all meetings when required
- Ensure resources are used efficiently, effectively and economically
- Monitor own performance, trends analysis / internal controls
- Provide timely and comprehensive management information and statistics
- Actively participate in approved training based on professional development needs analysis and development activities
- Perform such other duties as appropriate to the post that may be assigned to you by your Line Manager from time to time.
- Observe the requirements of the Prison Rules, 2007 and Governors Orders as issued from time to time
- Observe all requirements of the General Data Protection Regulations and Data Protection Acts
- Observe all requirements of the Tosú Child Protection Policy
- Observe the new legislative requirements as relevant and necessary

Secondary Responsibilities:

- Assist in the development and implementation of strategic plans as required
- Assist in the development of new projects for client group
- Facilitate in client group work as required
- Remain up to date with current thinking and practice relevant to your role

PERSON SPECIFICATION

Essential Qualifications and Knowledge:

The ideal candidate will have:

- A Diploma or Higher in Adult Guidance & Counselling or relevant Third Level qualification leading to membership of the Institute of Guidance Counsellors with;
- A thorough understanding of the Target Groups needs and issues
- A good understanding of the Irish Prison Service and the Resettlement and Reintegration process
- Must meet the security and health and safety requirements for working within a prison environment.

A good general knowledge of:

- Tosú and its range of programmes
- The Irish Criminal Justice system
- The Irish employment market and training & education opportunities
- Semi-state and other agencies, including services providing support and/or training and educational services for marginalised groups
- The issues and concerns for employers

Experience:

- One or more years' experience of working with the Target Group
- Teamwork experience

Competencies/ Personal Attributes

Interpersonal Effectiveness:

Confidence

Initiative

Communication

Empathy

Managing for Results:

Concern for clarity and quality

Meeting target outcomes

Setting realistic targets for clients

Group & Interprofessional Skills:

Influencing / Negotiation

Understanding Stakeholder Needs

Relationship Development / Networking

Facilitation

Understanding Group Dynamics

Thinking Style & Problem Solving:

Analytical Thinking

Conceptual Thinking

Practical Thinking

Innovative Thinking

Decision Making / Judgment

Desired Knowledge:

Criminal Justice System/Agencies

Target Group Needs

Criminal Justice Perspectives

Adult Guidance Theories & Practice

Health & Safety Legislation

Key agency personnel

Employers issues and concerns

Labour Market Forecasts

Information Technology (IT)

Children First Guidelines