

## **Dun Laoghaire Rathdown County Council: Community Employment Supervisor (<https://www.activelink.ie/node/109271>)**

### **Dun Laoghaire Rathdown County Council – Community Employment (CE) Scheme**

#### **Job title: Community Employment Supervisor**

**Reporting to:** Sponsoring Management Committee

**Location:** The primary place of work is Mounttown Community Facility; however, the successful candidate may be asked to work in other facilities within the remit of the Dun Laoghaire Rathdown County Council Community Employment Scheme

**Salary Scale:** Point 1 of the Community Employment Supervisor pay scale

**Working Hours:** Full time, 39 hours per week excluding lunch

#### **Overview of Role:**

To ensure the effective and efficient management and co-ordination of the human, financial and material resources of the CE Scheme and report to the Sponsoring Committee on its implementation. A core aspect of the role is to support and coach CE participants towards gaining the skills, competencies and qualifications in preparation for employment.

#### **Principal Duties:**

##### **Administration**

- Support the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by the Sponsoring Organisation
- Ensure that financial returns i.e. wages claims, materials claims, and participant development grant claims meet the standard as laid down by the Sponsoring Organisation and Welfare Partners.
- Support implementation of systems controlling the operation of all finances as directed by the Sponsoring Organisation. Ensure prompt and accurate payment of participant allowances.
- Ensure the security and maintenance of relevant files and equipment on scheme as directed by the Sponsoring Organisation.
- Install and manage effective time keeping record system for participants on scheme.
- Liaise with the Sponsoring Organisation and the local Department of Social Protection Officer as required.

##### **Training & Development Provision**

- Carry out an identification of learner needs with individual participants as required, as part of the Individual Learner Plan process.
- Identify needs and source and co-ordinate cost effective training/development opportunities in line with Department procurement guidelines.
- Prepare an Individual Learning Plan (ILP) for each Participant and enter on Welfare Partners in accordance with CE procedures.
- Ensure access to recognised qualifications for participants, with a focus on the achievement of relevant qualifications including Major Awards on the National Framework of Qualifications (NFQ) or industry related standards.
- Plan and procure relevant training opportunities which have been approved by the Department.
- Maintain and update training records for each participant on the project on Welfare Partners as part of their Individual Learner Plans.
- Monitor and review training inputs with the participants.
- Plan and organise work placements – internal and external as required.
- Report on ILP developments to Sponsoring Organisation.

## Human Resources

- Co-ordinate the recruitment of CE applicants in accordance with the Department's CE recruitment and referral processes.
- Plan and co-ordinate the approved work schedules and ensure annual contracts of employment are in place for all participants.
- Communicate effectively with all participants on the scheme using team meetings and individual formal and informal 'one-to-one' meetings.
- Develop a mutual understanding with participants in relation to their needs for re-entry to work where the participant had been long-term unemployed and needs to develop a clear progression path.
- Implement job search activities with participants.
- Liaise with employers to promote progression to work and work with other support organisations as needed.
- Develop an exit plan with each participant.
- Follow-up and report on participants for up to 4 months on exit from CE.
- Manage staff resources as required.
- Engage in training and development as required.
- Report to Sponsoring Committee regularly.

## Scheme Management

- Provide a safe and healthy environment for participants - both in terms of facilities and work practices.
- Ensure work placements on scheme are in line with CE application.
- Supervise, schedule and manage participants.
- Fully participate in training and development opportunities provided by the Sponsor and by the Department as required for the post.
- Carry out all functions relevant to the position of CE Supervisor as indicated by Sponsor.

## Financial Monitoring and Programme and Training Monitoring

- Ensure the CE scheme is compliant with financial, programme and training monitoring requirements as detailed in the CE Operating Procedures. Co-operate with the undertaking of Departmental monitoring visits.

## Progression of CE Participants

- Conduct exit Planning
- Carry out intensive Job Search activities as part of exit planning
- Maintain evidence of engagement with local Employers
- Maintain an up-to-date database of Employers

## Person specification

The successful candidate should meet the following criteria:

### Essential Criteria

- CE Supervisor candidates must evidence competency in one or more of the following areas: Business/Financial Administration, Communication & Interpersonal Skills, Training, Human Resources, People Management, ICT skills (e.g. Microsoft Office) and Payroll.
- Candidates must have a minimum of 3 years Supervisory experiences experience.
- Effective communication skills.
- Competent report writing skills.
- Experience of working with vulnerable individuals and job-seekers.
- Capable of directing, motivating, coaching and mentoring jobseekers.
- Ability to work under the direction of the Sponsoring Organisation for the effective implementation of the CE Programme in line with the CE Operational Procedures.

### Qualifications

- A major 3rd level qualification (NFQ level 6 or higher) is desirable for the role.

## Application Details:

Applications to be sent by email to [sandrakelly@dlrcoco.ie](mailto:sandrakelly@dlrcoco.ie) (<mailto:sandrakelly@dlrcoco.ie>).  
Applications should include a cover letter and a CV.

Closing date for receipt of applications is 5pm Friday 26th July

### Region

Dublin

### Date Entered/Updated

1st Jul, 2024

### Expiry Date

26th Jul, 2024

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