

## **South Dublin County Partnership: Tús Employment Placement Programme Manager (<https://www.activelink.ie/node/110084>)**



An Roinn Coimíreac Sóisialaí  
Department of Social Protection

### **South Dublin County Partnership**

## **Tús Employment Placement Programme Manager**

South Dublin County Partnership works with people who are socially excluded or are at risk of becoming so and promotes social cohesion and labour market participation with a focus on the most disadvantaged areas. This is achieved through a range of integrated activities in Education, Training, Job Placement, Early Childhood Services, Enterprise Support and Community Development Programmes. South Dublin County Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.

Tús is a community work placement initiative managed by South Dublin County Partnership for the Department of Social Protection. It is an activation initiative for those who are long-term unemployed (12-months or more) and on a jobseekers or disability payment.

South Dublin County Partnership is looking for a skilled, organised, and focused person, with great people management skills to join the organisation as the Tús Programme Manager. The successful candidate will report to the Migrant Integration and Employment Placement Senior Manager.

### **Role and responsibilities**

#### **Project Management**

- Oversee all aspects of the delivery of the Tús programme, including the Tús Care & Repair project, across the South County Dublin area.
- Implement measures to ensure quality service delivery that participant needs are met.
- Manage the Tús programme staff including;
  - Day-to-day management,
  - Regular performance reviews,
  - Case management,
- Ensure adherence with contractual programme requirements, implementing best practices and innovative approaches to enhance programme effectiveness.
- Develop a communications plan and support the promotion of the Tús programme to aid in the recruitment of participants and new host organisations

#### **Reporting & Administration**

- Support implementation of IT and other strategic priorities as outlined in the SDCP strategy.
- Document and report on progress with the project including the gathering/collection of quantitative and qualitative data.
- Conduct regular audits and reviews to maintain programme integrity.
- Work with finance team to manage budgets & payroll for Tús participants & staff.
- Conduct regular file audits & reviews for quality control and in preparation for external audits.
- Work with the internal Health & Safety Officer to ensure Health & Safety protocols are adhered to and Tús participants are appropriately trained in health and safety, manual handling etc.
- Ensure compliance with relevant regulations and standards.

#### **Stakeholder Engagement**

- Working with internal thematics to support referral development and further pathways for TUS participant
- Work with Tús staff team to build develop and maintain strong relationships with key stakeholders, local community organisations and government agencies.
- Attend forums and relevant meetings with key stakeholders, as necessary.

## Qualifications / Experience

- Educated to degree level in Management, Social Sciences, Community Development, or a related field, or demonstrated equivalent experience.
- A minimum of 2 years' experience in a management position.
- Proven experience in project development and management, including planning, execution, and evaluation.
- Understanding of multi-stakeholder collaboration and the dynamics of the local and community development sector.
- Comprehensive knowledge of the challenges and needs of jobseekers, particularly long-term unemployed individuals and those requiring additional support.

## Competencies and Skills Required

- Strong leadership and team management skills, with the ability to inspire and motivate others.
- Excellent organisational skills and project management skills.
- Self-motivated, with the ability to take initiative and work independently.
- Good communication skills, both written and verbal.
- Demonstrated ability to work effectively and respectfully with individuals from diverse backgrounds, promoting an inclusive and supportive environment.
- Excellent IT skills, including proficiency with CRM platforms, MS Office Suite, and other relevant software.
- Strong problem-solving skills.
- Proven track record in fostering a positive and collaborative team culture.

## Other

Full clean driver's license with access to car for work purposes.

## Remuneration Package & Benefits:

- Salary: For information please contact Triona Reid on [triona.reid@sdcpartnership.ie](mailto:triona.reid@sdcpartnership.ie) (<mailto:triona.reid@sdcpartnership.ie>)
- Training and development support.
- Excellent Pension of 10% employer's contribution after successful probation period.
- Access to HSF private health insurance.
- 35 Hours per week (full time).
- Employee Assistance Programme (EAP)

## Application Process:

### Postal Applications:

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send three copies of your up to date:

1. Detailed CV (no more than 2 pages)
2. Cover letter
3. Confidential application form

**Marked:** Tús Employment Placement Programme Manager Ref. 150/2024 and should be addressed to:  
Administration & Operations Department,  
South Dublin County Partnership,  
Unit D1 Nangor Road Business Park,  
Nangor Road, Dublin 12.

**OR** alternatively email your application to [jobs@sdcpartnership.ie](mailto:jobs@sdcpartnership.ie) (<mailto:jobs@sdcpartnership.ie>) – subject box to be marked **Tús Employment Placement Programme Manager Ref. 150/2024**

The closing date for receipt of applications is **Monday 9th September 2024 at 5.00pm**  
Note no late applications will be accepted.

*South Dublin County Partnership is an Equal Opportunities Employer and welcomes applicants from a diversity of backgrounds.*

**Region**

South Dublin

**Date Entered/Updated**

7th Aug, 2024

**Expiry Date**

9th Sep, 2024

<b>Attachment</b>	<b>Size</b>
<a href="#">150 Tús Manager App Form.docx</a>	715.5 KB

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**Source URL:** <https://www.activelink.ie/vacancies/community/110084-south-dublin-county-partnership-tus-employment-placement-programme-manager>