

## **Galway City Partnership: LAES Team Leader (Part Time)** **(<https://www.activelink.ie/node/114613>)**



### **LAES Team Leader**

#### **Overview**

Galway City Partnership CLG is the Local Development Company for Galway City.

The Local Area Employment Service (LAES) is a service is managed by Galway City Partnership and is funded by the Department of Social Protection.

The Local Area Employment Service provides support and guidance to clients returning to employment through one-to-one career guidance, information and training, and the provision of education options and employment opportunities.

#### **Role**

The LAES Team Leader will provide guidance to the practitioners providing the service and work closely with staff to ensure the continuity of a client centred approach. The Team Leader will work to integrate the work of the LAES within the overall work, strategies and community development approach to Galway City Partnership whilst promoting the LAES across Galway along with the range of existing services available to unemployed people in these areas.

#### **Key Responsibilities**

##### **The core responsibilities will be to:**

- Maintain Caseload records for all staff and develop and monitor additional recording tools to record the profile of clients being referred to the LAES.
- Monitor KPI's in line with our contract targets and identify and report upon areas for improvement.
- Co-ordinate cover in the absence of any staff members.
- Provide reporting to management to assist with the Caseload Review process to identify best-practices and support staff towards achieving their key performance indicators.
- Arrange and participate in peer support for guidance practitioners.
- Support staff training and Continuous Professional Development through identification and coordination of training opportunities.
- Support staff to facilitate and enable all clients within the defined target groups to access Training & Education opportunities to support the progression of clients into appropriate employment and economic independence.
- Ensure the highest standards of integrity and confidentiality are maintained in the guidance relationship and support the ethos of providing a client centered service within Galway City Partnership.
- Support management and work as part of a team to maintain the Q Mark accreditation, including conducting regular audits.
- The Team Leader will be responsible on a day-to-day basis to their manager and will carry out such tasks and duties as may be assigned within the development of the overall Partnership and LAES Activities.

#### **Person Specification**

##### **Required:**

- A relevant third level qualification in Adult Guidance, Community Studies or related discipline, Addiction Studies, Recruitment, Human Resources or other relevant field, and a willingness to pursue further study.
- Experience of working with marginalized groups using a client centered approach.
- Experience of managing caseloads.
- Understanding of activation referral systems, and allocation of clients.
- Ability to work towards achieving targets.
- Excellent interpersonal and oral communication skills.
- Ability to create and produce effective written documents.
- Team building & Leadership skills – able to motivate staff and unemployed people; able to work as part of a team.
- Up to date knowledge of education / training systems and programs and of labour market developments.
- Ability to communicate effectively with Unemployed people, Employers, Community Groups and Statutory Agencies.
- Knowledge of individualized career path development and placement programs.
- Understanding of the education and training of adults and related program development.
- Full driving license, the use of transport, flexibility and be willing to work in Galway City and County.

### **Desirable:**

- Experience of leading or managing a team.

## **Terms & Conditions of Employment**

- The contract is for a part-time position (17.5 hours per week) for a fixed term until 31st of August 2025 with possibility to extend subject to the continuation of funding.
- Annual leave entitlement is 27.5 days in year 1.
- The working hours may require some flexibility from time to time.
- The LAES Team Leader will report to the Head of Employment Supports or CEO.
- This role will be based in 3, The Plaza Offices, Headford Rd., Galway or other GCP locations in the county.
- Travel and subsistence will be paid at public sector rates.
- A probationary period of three months will apply.

The successful candidate will be required to provide satisfactory references.

## **How to Apply**

Selection will involve shortlisting of applicants for interview based on the criteria for this position as outlined in this job description and person specification.

Please submit your Curriculum Vitae and Cover Letter by email [torecruitment@gcp.ie](mailto:torecruitment@gcp.ie) (<mailto:torecruitment@gcp.ie>) by the 7th of April at 4pm 2025.

Galway City Partnership is an equal opportunities employer

---

## **Ceannaire Foirne LAES**

### **Forbheathnú**

Comhpháirtíocht Chathair na Gaillimhe Is é CLG an Comhlacht Forbartha Áitiúil do Chathair na Gaillimhe.

Is seirbhís í an tSeirbhís Fostaíochta um Cheantair Áitiúil (LAES) atá á bainistiú ag Comhpháirtíocht Chathair na Gaillimhe agus tá sí á maoiniú ag an Roinn Coimirce Sóisialaí.

Cuireann an tSeirbhís Fostaíochta Ceantair Áitiúil tacaíocht agus treoir ar fáil do chliant atá ag filleadh ar an bhfostaíocht trí threoir ghairme, eolas agus oiliúint duine le duine, agus trí roghanna oideachais agus deiseanna fostaíochta a sholáthar.

### **Ról**

Cuirfidh Ceannaire Foirne LAES treoir ar fáil do na cleachtóirí a sholáthraíonn an tseirbhís agus oibreoidh sé go dlúth leis an bhfoireann chun leanúnachas cur chuige cliantlárnach a chinntiú. Oibreoidh an Ceannaire Foirne chun obair an LAES a chomhtháthú laistigh den chur chuige foriomlán oibre, straitéisí agus forbartha pobail i leith Chomhpháirtíocht Chathair na

Gaillimhe agus ag an am céanna an LAES a chur chun cinn ar fud na Gaillimhe mar aon leis an raon seirbhísí reatha atá ar fáil do dhaoine dífhostaithe sna ceantair sin.

## Príomhfhreagrachtaí

### Is iad seo a leanas na príomhfhreagrachtaí:

- Coinnigh taifid Caseload do gach ball foirne agus uirlisí taifeadta breise a fhorbairt agus monatóireacht a dhéanamh orthu chun próifíl na gcliant atá á gcur ar aghaidh chuig an LAES a thaifeadadh.
- Monatóireacht a dhéanamh ar KPI de réir ár spriocanna conartha agus réimsí feabhsúcháin a aithint agus tuairisciú a dhéanamh orthu.
- Clúdach a chomhordú in éagmais aon bhaill foirne.
- Tuairisciú a chur ar fáil don bhainistíocht chun cabhrú leis an bpróiseas Athbhreithnithe ar Ualach Cásanna chun deachleachtais a aithint agus chun tacú leis an bhfoireann a bpríomhtháscairí feidhmíochta a bhaint amach.
- Tacaíocht phiaraí a eagrú agus páirt a ghlacadh inti do chleachtóirí treorach.
- Tacú le hoiliúint foirne agus le Forbairt Ghairmiúil Leanúnach trí dheiseanna oiliúna a aithint agus a chomhordú.
- Tacú leis an bhfoireann chun gach cliant laistigh de na spriocghrúpaí sainithe a éascú agus a chumasú chun rochtain a fháil ar dheiseanna Oiliúna & Oideachais chun tacú le dul chun cinn cliant go fostaíocht chuif agus neamhspleáchas eacnamaíoch.
- A chinntiú go gcoinnítear na caighdeáin is airde ionracais agus rúndachta sa chaidreamh treorach agus go dtacaítear leis an éiteas a bhaineann le seirbhís cliantlárnach a sholáthar laistigh de Chomhpháirtíocht Chathair na Gaillimhe.
- Tacú le bainistíocht agus oibriú mar chuid d'fhoireann chun creidiúnú Q Mark a choinneáil, lena n-áirítear iniúchtaí rialta a dhéanamh.
- Beidh an Ceannaire Foirne freagrach ó lá go lá dá mbainisteoir agus déanfaidh sé cibé tascanna agus dualgais a shannfar laistigh d'fhorbairt na Gníomhaíochtaí Comhpháirtíochta agus LAES foriomlána.

## Sonraíocht an Duine

### De Dhíth:

- Cálíocht ábhartha tríú leibhéal i dTreoir d'Aosaigh, Staidéar Pobail nó disciplín gaolmhar, Staidéar Andúile, Earcaíocht, Acmhainní Daonna nó réimse ábhartha eile, agus toilteanas tabhairt faoi staidéar breise.
- Taithí ar bheith ag obair le grúpaí imeallaithe ag baint úsáide as cur chuige cliant-lárnach.
- Taithí ar riar cásanna a bhainistiú.
- Tuiscint ar chórais atreoraithe gníomhachtaithe, agus leithdháileadh cliant.
- Cumas oibriú i dtreo spriocanna a bhaint amach.
- Sárscileanna idirphearsanta agus cumarsáide ó bhéal.
- Cumas doiciméid éifeachtacha scríofa a chruthú agus a thabhairt ar aird.
- Scileanna tógála foirne & Ceannaireachta – ábalta baill foirne agus daoine dífhostaithe a spreagadh; bheith in ann oibriú mar chuid d'fhoireann.
- Eolas cothrom le dáta ar chórais oideachais / oiliúna agus ar chláir agus ar fhorbairtí sa mhargadh saothair.
- An cumas cumarsáid éifeachtach a dhéanamh le daoine Dífhostaithe, Fostóirí, Grúpaí Pobail agus Gníomhaireachtaí Reachtúla.
- Eolas ar chláir forbartha agus socrúcháin cosán gairme aonair.
- Tuiscint ar oideachas agus oiliúint daoine fásta agus forbairt clár gaolmhar.
- Ceadúnas tiomána iomlán, úsáid iompair, solúbthacht agus a bheith toilteanach oibriú i gCathair agus i gContae na Gaillimhe.

### Inmhianaithe:

- Taithí ar fhoireann a threorú nó a bhainistiú.

## Téarmaí & Coinníollacha Fostaíochta

- Conradh páirtaimseartha (17.5 uair sa tseachtain) atá i gceist ar feadh téarma seasta go dtí an 31 Lúnasa 2025 agus d'fhéadfaí síneadh a chur leis faoi réir leanúint den mhaoiniú.
- Is ionann teidlíocht saoire bhliantúil agus 27.5 lá i mbliain 1.
- D'fhéadfadh roinnt solúbthachta a bheith ag teastáil ó na huaireanta oibre ó am go ham.
- Tuairisceoidh Ceannaire Foirne LAES don Cheann Tacaíochtaí Fostaíochta nó don POF.
- Beidh an ról seo lonnaithe i 3, Oifigí an Phláis, Bóthar Áth Cinn, Gaillimh nó áiteanna eile de chuid an GCP sa chontae.

- Iocfar taisteal agus cothabháil ag rátaí na hearnála poiblí.
- Beidh tréimhse phromhaidh trí mhí i bhfeidhm.

Beidh ar an té a cheapfar teistiméireachtaí sásúla a chur ar fáil.

## Conas Iarratas a Dhéanamh

Is éard a bheidh i gceist le roghnú gearrliostú iarratasóirí ar agallamh bunaithe ar chritéir an phoist seo mar atá leagtha amach sa chur síos ar an bpost seo agus sa tsonraíocht duine.

Cuir isteach do Curriculum Vitae agus do Litir Chumhdaigh trí ríomhphost chuig [recruitment@gcp.ie](mailto:recruitment@gcp.ie) (<mailto:recruitment@gcp.ie>) faoin 7 Aibreán 2025, 16.00.

Is fostóir comhdheiseanna í Comhpháirtíocht Chathair na Gaillimhe

### Region

Galway

### Date Entered/Updated

24th Mar, 2025

### Expiry Date

7th Apr, 2025

---

**Source URL:** <https://www.activelink.ie/vacancies/community/114613-galway-city-partnership-laes-team-leader-part-time>