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**Community Employment Scheme Supervisor**

**The Glen Resource Centre CLG**

The Glen Resource Centre is recruiting for the position of a full time Community Employment Supervisor to join our Community Employment team. We currently oversee the placement of Community Employment participants to a total of 5 locations in Cork City. The role of Supervisor is to cater for the participant's progression by providing suitable training for the needs of the participant in order that they can progress into future employment.

**Job Title:** Supervisor - Community Employment

**Reporting to:** Chairperson - Sponsoring Management Committee

**Function:** 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.

**Key Result Areas**

**Administration**

• Ensure 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 Welfare Partners.

• Ensure 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 of cash/equipment on scheme as directed by the Sponsoring Organisation.

• Install and manage effective time keeping record system for participants on scheme.

• Liaise with the local Department 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. Revised August 2019 2

• 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 conduct 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.**

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|  | **Essential** | **Desirable** |
| **Knowledge of Post** |  |  |
| Have a solid understanding of the role of the CE Supervisor as it pertains to project management and programme delivery. Display responsibility, Commitment and motivation to implement the objectives of the CE Programme. | X |  |
| **Work Experience** | **Essential** | **Desirable** |
| Previous supervisory and people management experience relevant to the post (3 years minimum)  Previous experience in Administration, Project Management and/or Training or other relevant positions.  Previous experience in payroll plus the processing and administration of wages and salaries. | X  X  X |  |
| **Interpersonal Skills** | **Essential** | **Desirable** |
| Effective communication skills.  Competent report writing skills.  Experience of working with vulnerable individuals and jobseekers.  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. | X  X  X  X  X |  |

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| **Qualifications** | **Essential** | **Desirable** |
| Major Award at 3rd Level of NFQ level 6 or higher, preferably in Business/Financial Administration, Training, Human Resources, Project Management.  ICT skills essential (e.g. MS Office) | X  X |  |

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| **Other** | **Essential** | **Desirable** |
| Full Clean Drivers Licence  Available to Work Evenings and Weekends when required. |  | X  X |

**Terms and Conditions of Employment.**

* **Salary:** Salary starts at point 1 of the Supervisors Community Employment Salary Scale €692.13 Gross per week.
* **Duration of Contract:** The contract is for a full-time position for a one-year fixed term period, subject to satisfactory performance. This will be reviewed with the intention of extension subject to satisfactory performance. The position is subject to continued funding from The Department of Social Protection.
* **Probation**: A probation period of six months will apply.
* **Working Hours:** 39 hours per week. Time Off In Lieu (TOIL) for additional hours worked agreed with management.
* **Reporting:** The Community Employment Supervisor is employed by The Glen Resource Centre and will report to The Chairperson and to The General Manager.
* **Annual Leave:** In addition to Public/Bank Holidays, Annual Leave is in line with the Organisation of Working Time Act, 1997.
* **Location of the position:** The post will be based in The Glen Resource Centre and will cover 4 other locations in Cork City.
* **Garda Vetting:** The appointed candidate will be Garda Vetted.

**Selection Process.**

A shortlisting and ranking exercise will be carried out on the basis of information supplied in your application. The criteria for shortlisting and ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being carried forward to the next stage of the selection process.

This job description is a guide to the general range of duties assigned to the post holder, it is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

**Application Process.**

To apply, please send your Curriculum Vitae as well as a cover letter explaining your suitability for the role in a clear and concise way, by email, marked “Community Employment Supervisor” to [glenresourcecentre@gmail.com](mailto:glenresourcecentre@gmail.com) by Friday 28th March 2025 at 5pm. Late applications will not be accepted.