

## Job Description

<b>Job Title</b>	LSTEP Manager (Community Services Programme - CSP)
<b>Reporting to</b>	Finance and Operations Manager
<b>Responsible to</b>	CEO of Laois Partnership Company and the voluntary Board of Directors
<b>Vision, Mission and Values</b>	<p><b>Our Mission</b> Making Laois a better place to live by promoting positive change in social, enterprise and community development.</p> <p><b>Our Vision</b> Supporting Laois to be a vibrant county of inclusion, equality and prosperity.</p> <p><b>Our Values</b> Respect ; Integrity ; Compassion ; Quality ; Unity</p>
<b>CSP Programme</b>	The CSP programme is funded via Pobal, and aims to provide local social services, and address community needs, through a social enterprise model. It aims to tackle disadvantage by providing a co-funding contributions towards the direct salary of a manager and workers. It aims to recruit workers (not including the manager post) from the CSP employment target groups.
<b>Purpose of the post</b>	<p>The core responsibility of this post holder is to manage and coordinate a maintenance team to deliver a quality and affordable maintenance service to elderly clients. The team includes a part-time administrator and seven part time maintenance workers. It may also include work scheme participants and/or volunteers.</p> <p>LSTEP is a CSP funded programme that undertakes basic household repairs and maintenance for older people in Laois who are unable to do such work themselves. This service includes gardening, installation of handrails, painting and installation of personal alarms under the Senior Alert Scheme.</p> <p>The LSTEP Manager will work closely with the Senior Management Team to review and develop this essential programme.</p>
<b>Duties and Responsibilities</b>	<p><b>Staff Supervision</b></p> <ul style="list-style-type: none"> <li>• Oversee staff and operations, ensuring compliance with best practice standards.</li> <li>• Supervise staff team and liaise with them with regard to daily/weekly operations.</li> <li>• Ensure fair rotation of rosters/work and balance of same.</li> <li>• Organise relevant training for CSP staff/volunteers.</li> <li>• Be involved in recruitment and training processes, as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Raise any HR issues/concerns immediately.</li> </ul> <p><b>Programme delivery</b></p> <ul style="list-style-type: none"> <li>• Work closely with the Finance and Operations Manager to ensure the smooth running of the programme</li> <li>• Work with the LSTEP programme admin assistant and team regarding client needs</li> <li>• Draw up and communicate weekly roster of work tasks and assign same.</li> <li>• Set fair, transparent pricing structure and lease with clients in relation to prompt payment.</li> <li>• Manage income and expenditure and oversee same, with a view to achieving value for money, with the Finance and Operations Manager.</li> <li>• Collection of fees, management of lodgements and petty cash.</li> <li>• Oversee stores management and stock control.</li> <li>• Effectively manage the use of all equipment.</li> <li>• Remain compliant with terms and conditions of the CSP grant agreement.</li> <li>• Assist with the reporting requirements of the programme.</li> <li>• Ensure compliance with health and safety standards and work practices.</li> <li>• Liaise with referrers/community groups to promote the programme and deal with referrals effectively.</li> <li>• Manage the vehicles used by the programme and ensure they are road worthy and use is in keeping with company policy.</li> </ul> <p><b>General duties</b></p> <ul style="list-style-type: none"> <li>• Work as part of the overall team in the LSTEP programme, and in Laois Partnership Company.</li> <li>• Promote the Organisation and its services in a positive manner.</li> <li>• Operate within policy, legal, ethical and professional boundaries when working.</li> <li>• Actively contribute to service review and development in a positive, solution focused manner.</li> <li>• To undertake other duties/responsibilities that are appropriate to the role.</li> </ul> <p>Please be advised that this is not an exhaustive list of duties for the role and changes may occur.</p>
<p><b>Eligibility Criteria</b></p>	<ul style="list-style-type: none"> <li>• An understanding of the issues faced by older people</li> <li>• Excellent communication and interpersonal skills</li> <li>• Competence in a range of DIY skills would be an advantage</li> <li>• Staff management experience would be an advantage</li> <li>• Familiarity with the CSP programme.</li> <li>• Full clean drivers' licence</li> <li>• Garda Vetting is essential</li> </ul>

<b>Terms and Conditions</b>	<p><b>Contract:</b> Permanent, subject to successful probation</p> <p><b>Probation:</b> 6 months</p> <p><b>Hours:</b> 37.5/week</p> <p><b>Salary:</b> €37,500 - €42,500 commensurate with relevant experience</p>
<b>How To apply</b>	<p>Please forward <b>a full CV and a cover letter</b>, marked <b>LSTEP Manager</b>, outlining your suitability and experience for this position, by email to: <a href="mailto:info@laoispartnership.ie">info@laoispartnership.ie</a></p> <p>Closing date for receipt of applications is <b>Thursday, 3<sup>rd</sup> April 2025</b>.</p> <p>No late applications will be accepted.</p> <p>Informal enquiries by email to <b>info@laoispartnership.ie</b></p> <p>Canvassing will disqualify.</p>

**Laonis Partnership Company is an equal opportunity employer and does not discriminate against individuals on the basis of gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation, disability or membership of the travelling community.**