



Comhairle Contae Thiobraid Árann
Tipperary County Council

Supervisor – Community Employment Personal Specification

Job Title: Supervisor – Community Employment

Reporting to: Chairperson - Sponsoring Management Committee

Essential:

- **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.

- **Work Experience**
 - Previous supervisory and people management experience relevant to post (3 years minimum)
 - Previous experience in Administration, Project Management and/or Training or other relevant positions.

- **Interpersonal Skills**
 - Effective communication skills
 - Competent report writing skills
 - Experience of working with vulnerable individuals and job-seekers
 - Capable of directing, motivating, coaching and mentoring job-seekers
 - 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**

- 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).



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Tipperary County Council has supported Community Employment Schemes since their introduction in 1985, in partnership with the Department of Employment Affairs and Social Protection. The Scheme sponsored by the Roads Directorate operates within the town of Carrick on Suir, with approval for 15 no. participants.

The Community Employment Scheme involves a range of activities including:

- Horticultural, landscaping and environmental improvement projects
- Maintenance works in parks, towns, and cemeteries
- Environmental work/Driver/Road Crossing Warden.

Emphasis is placed on providing valuable employment experience and training for participants. All participants benefit from mandatory Health and Safety training which is a transferable skill, required in similar work places. After achieving mandatory training, participants then follow on with job related or skill specific courses. The Tipperary community benefits by having cleaner towns, the improvement of amenities and landscaping of areas. Participants gain in skills, confidence and self-esteem that enable them to work as part of a team within their own community. Many of the participants on the scheme have secured employment either during or directly after their involvement.

The position will be based within the scheme area of Carrick on Suir

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Salary: €471.97 - €625.35 – starting pay for all new entrants will be at the minimum of the scale

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 the 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 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.
- Prepare annual Tidy Towns Competition application, and liaise with community groups and resident's associations within Carrick-on-Suir to develop and implement annual Tidy Towns Plans.

Training and Development Provision

- Carry out an identification of learners 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) of 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 plan.
- 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 Department 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

Garda Vetting

- All potential Supervisors (post interview) may be subject to Garda vetting procedures. In circumstances where one or more participants on their project have to be Garda vetted, the Supervisors of the project must also be Garda vetted.

4 copies of application form must be submitted in hard copy only to Human Resources Section, Tipperary County Council, Civic Offices, Clonmel by not later than 4.00 p.m. on Friday, 9th June, 2023