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| **Job Title:** | Community Employment Supervisor | **Job Holder:** | Vacant |
| **Reports To:** | Chief Executive Officer & Sponsor group  | **Location:** | OLOL CSG |
| **Contract Type** | 1 year Full Time with possibility of extension. | **Date of Job Description:** | September 2020 |

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| **1. PURPOSE OF THE JOB** |
| The CE Supervisor’s responsibility is 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. The core aspect of the role is to provide opportunity, support and to coach CE Participants towards gaining the skills and competencies in preparation for employment. A clear understanding of the role of the Community Employment Supervisor as it pertains to project management and programme delivery to long-term unemployed. |
| **2. ENVIRONMENT OF THE JOB** |
| The aim of CE is to enhance the employability and mobility of disadvantaged and unemployed persons by providing work experience and training opportunities for them within their communities. In addition, it helps long-term unemployed people to re-enter the active workforce by breaking their experience of unemployment through a return to work routine.CE projects are typically sponsored by groups wishing to benefit the local community, namely voluntary and community organisations and, to a lesser extent, public bodies involved in not-for-profit activities. Such projects provide a valuable service to local communities while at the same time providing training and educational opportunities to jobseekers.The role of the OLOL CSG is to provide a meaningful work programme and training and progression plan for each participant. OLOL CSG is required to facilitate the participants in undertaking training and development, appropriate to their progression and employment goals. |

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| **3. GUIDANCE AND AUTHORITY** |
| The post holder will report to the Chief Executive Officer, and the Sponsor Group. The post holder is expected to lead and manage the programe, while at all times operate in a professional manner maintaining a high-quality standard of work, and to always work in accordance with aims, values and ethos of Our Lady of Lourdes Community Services Group Ltd. (CSG). |

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| **4. PRINCIPAL ACCOUNTABILITIES** |
| **ACCOUNTABILITIES** | **HOW ACHIEVED** |
| **Training & Development** |
| Identify needs and source and co-ordinate cost effective training/development opportunities in line with DEASP procurement guidelines.Maintain and update training records for each participant on the project as part of their Individual Learner Plans.Plan and organise work placements – internal and external as required.Report on ILP developments to Sponsoring OrganisationTo fully participate in the supervisor Development programme | * To carry out an identification of learner needs with each participant on the scheme as part of the Individual Learner Plan process.
* To prepare an Individual Learning Plan for each Participant for submission to DEASP in accordance with CE procedures and within agreed timeframe.
* To 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 equivalent.
* To plan and procure relevant training opportunities which have been approved by DSP.
* To monitor and review training inputs with the participants.
* To implement training and development opportunities approved by DEASP
* To maintain training records for each participant on the amalgamated project as part of their individual learner plans
* To monitor and evaluate training input with both the participants and training providers as part of the obligations under the DEASP quality assurance process.
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| **Administration** |
| Provision of efficient and effective financial accounting system.Installation and maintenance of systems controlling the operation of general ledgers, wages sheets, PRSI returns.Installation and maintenance of an effective time-keeping record system to monitor participants on project.Operation of the Individual Learner Plan system for all participants.Following DSP Quality Assurance procedures with regard to training provision. | * To ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by OLOL CSG.
* To ensure that financial returns i.e. wage claims, materials claims, and participant development grant claims meet the standard as laid down by Department.
* To ensure implementation of systems controlling the operation of all finances e.g. cheque payments book, petty cash system, debtors, creditors and participant’s payroll, bank account and PRSI returns as directed by OLOL CSG.
* To ensure prompt and accurate payment of participant allowances.
* To ensure the security of cash/equipment on scheme as directed by by OLOL CSG.
* To install and manage effective time keeping record system for participants on scheme.
* Preparation of financial returns i.e. wage claims, material claims and participant development grant claims as deemed appropriate.
* Installation and provision of all recording, tracking systems as may be required by OLOL CSG and or DEASP.
* To keep effective progression records, record keeping systems for all participants
* Ensure the security of all assets including equipment with OLOL CSG.
* Liaise with local DSP as primary interface between all participating regions.
* To prepare wages, materials and training budgets and expenditure for the Scheme / Finance subgroup.
* To manage payments book.
* To manage cheque payments and reconciliation.
* To manage requisitions and account management for all suppliers to the scheme.
* To undertake bank reconciliations.
* To perform online banking duties.
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| **Human Resources** |
| Effective management of all participants on the project.Effective planning, scheduling and co-ordination of the agreed work targets.Planning and implementation of team meetings and “one-to-one” meetings with participants.Plan, identify and implement training/development opportunities for participants under the Individual Learner Plan system.Maintain adequate training records for all participants (ILP).Implement effective “Induction Programme” for each participant on project.Participants are required to work for a period of 19.5 hours per week (excluding breaks)Implement good practices in relation to “Health & Safety at Work”. | * Co-ordinate the recruitment of CE applicants per the CE Recruitment and Referral Process issued by DEASP.
* Plan and co-ordinate the approved work schedules and ensure contracts of employment are in place for all participants.
* Communicate effectively with all participants on the scheme using 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.
* Deal with all disciplinary matters in relation to participants in accordance with DEASP CE procedures. Any dismissals need to be in conjunction with Sponsor Group (refer to C.E. Handbook).
* 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 detailed in Procedures Manual.
* Report to Sponsoring Committee as required.
* Produce a monthly report for sponsor group
* To plan and coordinate through the project participants, the agreed /. Approved work schedules
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| **Data Protection** |
| Comply with all the terms and conditions of the Data Protection Acts 1988 to 2018 and the Department of Employment Affairsand Social Protection (DEASP) Data Protection Policy. | * Ensure the recording, storage and distribution of information is in accordance with OLOL CSG’s data protection policy.
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| **Scheme Management** |
| Responsible for ensuring that all health and safety requirements and other Labour Legislation are adhered to.Responsible for ensuring that all requirements are in compliance with the Community Employment – Procedures Manual | * Provide a safe and healthy environment for participants - both in terms of facilities and work practices.
* Ensure work experience 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 DEASP as required for the post.
* Carry out any other function relevant to the position of Supervisor (Community Employment) as indicated by Sponsor.
* Ensure that the work areas meet appropriate housekeeping standards and provide a safe and healthy environment for participants in terms of facilities and work practices.
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| **5. CHALLENGES** |
| Challenges to this role are largely determined by scale, complexity, voluntary nature, and high levels of local autonomy. These are:* Overseeing all aspects of the role efficiently and effectively in a busy, pressurised and multi-task environment.
* Engaging with existing jobseekers, encouraging, and supporting them, identifying their strengths and support their development.
* Develop a swift awareness and knowledge of all funding structures and administrative requirements for CE grant applications.
* Maintaining a health and safety operations protocol in place for the jobseekers.
* Ability to work under the direction of the OLOL CSG for the effective implementation of the CE Programme in line with the CE Operational Procedures
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| **6. OTHER INFORMATION** |
| In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such change. |

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| **7. EDUCATION, KNOWLEDGE, EXPERIENCE AND SKILLS TO UNDERTAKE THE ROLE AT A****FULLY ACCEPTABLE LEVEL** |
| **Background and Qualifications**CE Supervisor candidates (including temporary replacements) must have attained a Major 3rdlevel qualification (NFQ Level 6 or higher) in Business/Financial Administration, Training,Human Resources, Project Management or related disciplines and have 3 years’ supervisoryexperience. Minor/component awards at Level 6 or higher are insufficient. ICT skills are alsoessential (e.g. MS Office).Full clean driving licence / access to a car that can be used for work purposes. (an advantage) |
| **General Experience**Candidates must be able to demonstrate the following:* Knowledge of Post - Have a solid understanding of the role of the Community Employment Supervisor as it pertains to project management and programme delivery to long-term unemployed and vulnerable adults. Display responsibility, commitment and motivation to implement the objectives of the Community Employment Programme.
* Work Experience - Previous supervisory and people management experience relevant to the post as well as experience in programme administration, project management and/or training.
* Interpersonal Skills - Effective communication skills. Competent report writing skills. Experience of working with vulnerable individuals and long term unemployed. Capable of directing, motivating, coaching and mentoring programme participants.
* Team working – Proven ability as a team player who enjoys being part of small team, supporting and leading as needed, sharing information and expertise, building relationships and working collaboratively within immediate team and across a wider organisation.
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| **Knowledge, Skills and Aptitudes:**Candidates must be able to demonstrate the following:* Effective communication skills.
* Competent report writing skills.
* Experience of working with vulnerable individuals and jobseekers.
* Ability to maintain confidentiality.
* Excellent organisation and administrative skills
* Ability to work on own initiative or as part of a team
* An ability to work well under pressure, resilient.
* Proficient in IT – MS Word, Excel, PowerPoint and Payroll
* An ability to display empathy and patience.
* Ability to be flexible in approach and towards the role.
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| **Disposition:*** Flexible and enthusiastic and resourceful.
* Enjoy being part of progressive and energetic team.
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| **Retirement** Our Lady of Lourdes CSG staff members must retire on the Friday prior to the birthday on which they reach State Pension Age.  As per Section 7 of the Social Welfare and Pensions Act 2011, the State Pension Age is:• 66 for those born before 1 January 1955• 67 for those born on or after 1 January 1955• 68 for those born on or after 1 January 1961. This is subject to any changes in Government Policy on the issue of Retirement Age.  If funders for particular positions impose an earlier retirement age then that earlier retirement age will apply to that position. |