

Role Specification

Community Employment Scheme Supervisor

WLD's Little Jobs Service

Reporting to: Clare Ryan, Programmes Manager, Wexford Local Development

Based at: WLD offices, Green Street, Wexford.

Context of the Role

Wexford Local Development is a community-based organisation working for Co. Wexford. The Little Jobs Service is one of several community and local development programmes delivered at local level by WLD to create opportunities that promote equality and inclusion and improve quality of life for people and communities. The Little Jobs Service provides a helping hand in the community by carrying out small garden maintenance and other jobs in the homes of older people. Our work is informed by our organisational values of **Respect, Equality, Leadership, Inclusion and Integrity**.

Overview:

To ensure effective and efficient management and co-ordination of the human, financial and material resources of the Little Jobs Service and report to the Programmes Manager in WLD 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 progressing into employment.

Key areas of responsibility and Duties

Administration

- Ensure implementation of systems controlling the operation of all finances as directed by WLD.
- Ensure the security of cash/equipment on the scheme
- Manage effective time keeping record system for participants on scheme.

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 it 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) 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 the Programmes Manager.

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 including the wider WLD programmes 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 Programmes Manager regularly.

Scheme Management

- Provide a safe and healthy environment for participants - both in terms of facilities and work practices.
- Ensure work placements on the scheme are in line with the 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 WLD's management team.

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

Personal Specifications:

The ideal candidate for this role will meet the following requirements.

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 the 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 jobseekers.
- Capable of directing, motivating, coaching and mentoring jobseekers.
- Ability to work under the direction of the programmes manager 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. This is desirable but not essential. Successful candidates that don't have the required qualification have to be willing to commit to undertake this training. The training will be funded by the DSP.
- ICT skills essential (e.g. MS Office).