

# Carmichael.

## **COMMUNITY EMPLOYMENT (CE) SUPERVISOR - JOB SPECIFICATION**

The CE Sponsoring Organisation (Carmichael) is responsible for the terms and conditions of employment of Supervisors as outlined in the CE Procedures Manual. These guidelines are included in the job specification for the CE Supervisor.

**Job Title:** Supervisor - Community Employment

**Reporting to:** Chairperson - Project Management Committee, Carmichael

**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 Project Management Committee on its implementation. A core aspect of the role is to support and coach CE participants towards gaining the skills and competencies 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 Project Management Committee.
- Ensure that financial returns i.e. wages claims, materials claims, and participant development grant claims meet the standard as laid down by Department of Employment Affairs and Social Protection (DEASP).
- 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 the Project Management Committee.
- Ensure prompt and accurate payment of participant allowances. Ensure the security of cash/equipment on scheme as directed by the Project Management Committee.
- Install and manage effective time keeping record system for participants on scheme.
- Liaise with the local DEASP Office as required.

#### **Training & Development Provision**

- Carry out an identification of learner needs with each participant on the scheme as part of the Individual Learner Plan process.
- Identify needs and source and co-ordinate cost effective training/development opportunities in line with DEASP procurement guidelines.
- Prepare an Individual Learning Plan for each Participant for submission to DEASP in accordance with CE procedures.
- Ensure access to recognized 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. Plan and procure relevant training opportunities which have been approved by DEASP. Maintain and update training records for each participant on the project 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 Project Management Committee.

### **Human Resources**

- 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 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.
- Deal with all disciplinary matters in relation to participants in accordance with DEASP CE procedures,
- 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 the Project Management Committee as required.

### **Scheme Management**

- 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 the Project Management Committee.

### **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.

## **Progression of CE Participants**

- Exit Planning
- Intensive Job Search activities as part of exit planning Engagement with Local Employers
- Database of Employers

## **PERSONAL SPECIFICATION**

### **Essential**

- **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 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 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.
- **Qualifications** - Major Award at 3rd Level (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Resources, Project Management or related disciplines. - ICT skills essential (e.g. MS Office).

Apply by sending CV to the CEO at [info@carmichaelireland.ie](mailto:info@carmichaelireland.ie) or by post to the CEO, Carmichael, 4 North Brunswick Street, Dublin D07 RHA8.

Closing date for applications is **5pm on Friday 29th of March**.