

ENTERPRISE PROGRAMME COORDINATOR (CE SUPERVISOR)

JOB SPECIFICATION

Reporting to: CEO

Role: The role of the Enterprise Programme Coordinator (CE Supervisor) is to support individuals who are unemployed and who have a potential business idea to develop a self-employment opportunity for themselves and to enhance their personal, social, and work-related skills.

Functions:

To ensure the effective and efficient delivery of the 14-week Business Development programme in relation to the management and co-ordination of the CE participants, and the financial and material resources of the CE Scheme.

Key Result Areas

Administration

- Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by County Kildare LEADER Partnership as Sponsoring Organisation.
- Ensure that financial returns i.e., wage claims, materials claims, and participant development grant claims meet the standard as laid down by DSP.
- Ensure the 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 County Kildare LEADER Partnership
- Ensure prompt and accurate payment of participant allowances.
- Ensure the security of cash/equipment on the scheme as directed by County Kildare LEADER Partnership
- Install and manage an effective time keeping record system for participants on the scheme.
- Supervise the participant who assists with the administration of the Scheme to ensure compliance with the conditions of the Community Employment Scheme as set out by DSP.
- Liaise with the local DSP Office as required.
- Liaise with relevant enterprise support agencies as required.
- Supervision and support of participants engaged in caretaking, administration, and labouring roles.

Training & Development of CE Participants

- Capacity building and personal development for participants with the potential to develop a self-employment opportunity including goal setting, organisational skills, market research, customer services and presentation skills.
- Carry out an identification of learner needs including compensatory education, with each participant as part of the Individual Learner Plan (ILP) process.

- Identify appropriate training providers for the business modules and source and co-ordinate cost effective training/development opportunities in line with DSP procurement guidelines (Reference CE Procedures Manual).
- Prepare an Individual Learner Plan for each participant for submission to DSP for approval in accordance with CE procedures.
- Provide access to vocational training and recognised qualifications including working towards a Major Award on the National Framework of Qualifications (NFQ) or an industry related equivalent.
- Maintain and update training records (paper based and Welfare Partners) for each participant on the scheme as part of their Individual Learner Plans.
- Monitor and review training inputs with all participants.

Refer participants to DSP / SICAP for BWTEA application process where appropriate.

- Implement job search and employment related activities with participants.
- Report on ILP developments to the Sponsoring Organisation.
- Ensure the participant outcomes contained in the approved CE Application are achieved.

CE Scheme Human Resource Management

- Implement the CE Recruitment process as put in place by DSP.
- Ensure the DSP referral procedures are in place for each participant.
- Plan and co-ordinate the induction process and ensure contracts of employment are in place for all participants.
- Communicate effectively with all participants on the scheme using one-to-one and group sessions, and team meetings.
- Develop a mutual understanding with participants in relation to their needs.
- Work with participants to develop longer-term career and progression plans.
- Address disciplinary matters in relation to participants in accordance with the CE Procedures Manual.
- Develop an exit plan with each participant identifying follow-up and after-care supports as required.
- Follow-up and report on participants, for up to 4 months on exit from CE.
- Manage the staff resources of the scheme.
- Engage in staff training and development.
- Report to the General / Social Inclusion Manager.

Scheme Management

- Ensure a safe and healthy environment for participants, both in terms of facilities and work practices.
- Ensure Health and Safety Legislation is fully implemented.
- Ensure the work experience placements approved are in line with the CE application and participant's ILP.
- Supervise, schedule, and manage participants.
- Carry out any other function relevant to the position of a Community Employment Supervisor as indicated by County Kildare LEADER Partnership.

Financial Monitoring and Programme and Training Monitoring

- Ensure the CE scheme is compliant with financial, and programme and training monitoring requirements as detailed in the CE Procedures Manual.

Progression of CE Participants

- Ensure that the Progression Targets approved in the CE Scheme Application Form are met.
- Implement progression options as identified in the ILP, including Job Search activities as part of exit planning.
- Develop a Database of Employers.
- Work with Local Employers to place people in work experience/employment.
- Follow up on Placement details following participants finishing on Scheme.

PERSONAL SPECIFICATION

Job Title: Enterprise Programme Coordinator (CE Supervisor)

Reporting to CEO

- *Knowledge of the Post*

- The Applicant should have a solid understanding of the role of the Community Employment Supervisor as it pertains to project management and programme delivery to participants in rehabilitation and who present as long-term unemployed or vulnerable adults.
- Display responsibility, commitment, and motivation to implement the objectives of the Community Employment Programme.
- Demonstrate knowledge of the requirements for establishing a business and business development support services.
- Demonstrate an understanding of the range of programmes and courses available to unemployed and vulnerable adults.
- Be familiar with the DSP Referral procedures for CE participants.
- Be familiar with the DSP employment supports including the BTWEA and BTEA.

- *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.
- Experience of delivering training to unemployed adults in business related subjects including customer service, marketing, and business planning.

- *Interpersonal Skills*

- Ability to organise and deliver training in an adult education setting
- Effective communication and competent report writing skills.
- Experience of working with vulnerable individuals and jobseekers.
- Capable of motivating, coaching, and mentoring potential self-employed clients.
- Ability to work with other enterprise support services.
- Ability to work as part of a team.
- Ability to work under the direction of the Sponsoring Organisation for the effective implementation of the CE Programme in line with the CE Procedures Manual.

- *Education & Training*

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