



An Roinn Coimirce Sóisialaí
Department of Social Protection

County Kildare LEADER Partnership

Community Employment Scheme Supervisor (Kildare Small Jobs Service)

Job Description

Reporting to: CEO

Role: The Community Employment Scheme Supervisor will be responsible for:

- The day-to-day management of the Kildare Small Jobs Service which carries out small jobs e.g. light home repairs/ garden maintenance,
- for older people aged over 65 across County Kildare
- The supervision of CE participants employed to carry out maintenance works in towns and villages within the catchment area of the new Barrow Blueway
- The supervision of CE participants employed as Walking Leaders/ Tour Guides in association with Kildare Sports Partnership

Functions:

1. To ensure the effective and efficient supervision and management of up to sixteen CE participants employed on a CE scheme sponsored by County Kildare LEADER Partnership and the accompanying financial and material resources of the CE Scheme.
2. The day-to-day management of Kildare Small Jobs Service to older people in County Kildare.

Key Result Areas

Kildare Small Jobs Service

- Day to day management of the Kildare Small Jobs Service including the expansion of the service to new areas and new clients, marketing and promoting the service to older people and older people's groups
- Oversight of the financial management of the service and sourcing of funding for further development and expansion
- Supervision and support of six participants employed on the Small Jobs Service engaged in caretaking, administration, and labouring roles



Cómhaoinithe ag an
Aontas Eorpach
Co-funded by the
European Union



Rialtas na hÉireann
Government of Ireland



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.

Barrow Blueway Initiative

- Supervision and support of ten participants employed on the Barrow Blueway. Six of the participants will be engaged in maintenance roles and four participants will be placed with Kildare Sports Partnership as Trainee Walking Leaders/ Tour Guides.

Training & Development of CE Participants

- 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 training requirements 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.
- 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.



Cómhaoinithe ag an
Aontas Eorpach
Co-funded by the
European Union



Rialtas na hÉireann
Government of Ireland



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.

- 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 CEO.

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

Administration

- Oversee the day to day management of the Small Jobs Service including the supervision of participants employed to administer the finances of the project including income for the Small Jobs Service and all payments related to the provision of the Service
- Ensure the security of equipment on the scheme as directed by County Kildare LEADER Partnership



Cómhaoinithe ag an
Aontas Eorpach
Co-funded by the
European Union



Rialtas na hÉireann
Government of Ireland



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.

- Supervise and manage an effective time keeping record system for participants on the scheme.
- Supervise the participants who assist 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 support agencies as required.

Person Specification

Job Title: Community Employment Scheme Supervisor (Kildare Small Jobs Service)

• 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.
- Display responsibility, commitment, and motivation to implement the objectives of the Community Employment Programme.
- Be familiar with the DSP Referral procedures for CE participants.
- Be familiar with the DSP employment supports.

• Work Experience

- Previous supervisory and people management experience relevant to the post.
- Previous experience in construction, home repair/maintenance or garden maintenance.

• Interpersonal Skills

- Excellent communication and competent report writing skills.
- Experience of working with vulnerable individuals and jobseekers.
- 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 (NFQ Level 6).
- ICT skills essential (e.g., MS Office).



Cómhaoinithe ag an
Aontas Eorpach
Co-funded by the
European Union



Rialtas na hÉireann
Government of Ireland



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.