

## **Dún Laoghaire Rathdown County Council: Community Employment (CE) Supervisor** **(<https://www.activelink.ie/node/116083>)**



### **Job title: Community Employment (CE) Supervisor**

**Reporting to:** Sponsoring Management Committee

**Location:** The primary place of work is Loreto Community Facility, Nutgrove; Rathfarnham however, the successful candidate may be asked to work in other facilities within the remit of the Dún Laoghaire- Rathdown County Council Community Employment Scheme

**Salary Scale:** Point 1 of the Community Employment Supervisor pay scale

**Working Hours:** Full time, 39 hours per week excluding lunch

### **Overview of Role:**

Reporting to the CE Sponsoring Management Committee in Dún Laoghaire-Rathdown County Council, the CE Supervisor will ensure the effective and efficient management and co-ordination of the human, financial and material resources of the CE Scheme. A core aspect of the role is to support and coach CE participants towards gaining the skills, competencies and qualifications in preparation for employment.

This is a full-time fixed term 12-month contract and thereafter subject to continued funding from the DSP. It will be based in Nutgrove, Rathfarnham.

The starting annual salary is €692.13 gross per week. This is point 1 on the DSP approved Supervisor pay scale.

A probationary period of 6-months will apply.

Please note Garda Vetting will be required for this role.

### **Principal Duties:**

#### **Administration**

- Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by the Sponsoring Organisation
- Ensure that financial returns i.e. wages claims, materials claims, and participant development grant claims meet the standard as laid down by the Sponsoring Organisation and Welfare Partners.
- Ensure implementation of systems controlling the operation of all finances as directed by the Sponsoring Organisation. Ensure prompt and accurate payment of participant allowances.
- Ensure the security and maintenance of relevant files and equipment on scheme as directed by the Sponsoring Organisation.
- Install and manage effective time keeping record system for participants on scheme.
- Liaise with the Sponsoring Organisation and the local Department of Social Protection (DSP) Officer as required.

#### **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 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 Sponsoring Organisation.

## **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 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 Sponsoring Committee regularly.

## **Scheme Management**

- Provide a safe and healthy environment for participants - both in terms of facilities and work practices.
- Ensure work 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 the Department as required for the post.
- Carry out all functions relevant to the position of CE Supervisor as indicated by Sponsor.

## **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 undertaking 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 specification**

The successful candidate should meet the following criteria:

### **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 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 Sponsoring Organisation 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.
- ICT skills essential (e.g. MS Office).
- The candidate should hold a full driving licence Category B free from endorsements, with access to a motor vehicle.

## Application Details:

Applications to be sent by email to [community@dlrcoco.ie](mailto:community@dlrcoco.ie) (<mailto:community@dlrcoco.ie>)

Applications should include a cover letter and a CV. Please note that referees will not be contacted without your prior permission.

Closing date for receipt of applications is 5pm 27th June 2025.

Shortlisting and interviews to commence thereafter.

## ***Please note that:***

- Dún Laoghaire-Rathdown is committed to a policy of equal opportunity and encourages applications under all 9 grounds of the Employment Equality Act.
- No late applications will be accepted and any canvassing will lead to disqualification.
- Any offer will be subject to satisfactory references and Garda vetting as appropriate.

### Region

Dublin

### Date Entered/Updated

9th Jun, 2025

### Expiry Date

27th Jun, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/116083-dun-laoghaire-rathdown-county-council-community-employment-ce-supervisor>