

## Community Employment Supervisor - Job Description

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### Summary of the Role:

As CE Supervisor you will be a key member of the Senior Management team, reporting to the CEO, sponsor Group. The purpose of the role is to oversee the recruitment, training, supervision, development and progression of the Community Employment Staff Team within DWCR and its auxiliary services. As part of the Snr Management Team, the successful candidate will coordinate the team effort needed to provide an effective service to all Clients accessing our service in line with the organisation's vision, mission and core values.

The Refuge provides a broad range of services which include the provision of emergency refuge accommodation to women and children leaving their homes as a result of domestic violence and women who find themselves for various reasons; a listening ear through a 24-hour Helpline over 7 days a week; Outreach and Court accompaniment service; Aftercare support and Transitional house. As a crisis and advice support service it is a busy and challenging environment.

CE positions within DWCR include: Care Support Workers in Refuge, Reception, Charity Boutique (retail), Administration, Caretaker, Housekeeping and Outreach Support

The position is full-time and the hours are 39-hours per week. The salary will be dependent on skills and experience in line with the DEASP Salary Scale for CE Supervisors. Drogheda Women & Children's Refuge require flexibility around the role; the successful candidate may be asked to work unsociable hours from time to time.

**Location:** Drogheda County Louth

### Duties and Responsibilities

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<b>Human Resources</b>	<ul style="list-style-type: none"><li>• Co-ordinate the recruitment of CE applicants per the CE Recruitment and Referral Process issued by DSP</li><li>• Plan and co-ordinate the approved work schedules and ensure contracts of employment are in place for all participants</li><li>• Communicate effectively with all participants on the scheme using team meetings and individual formal and informal 'one-to-one' meetings</li><li>• 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</li><li>• Implement job search activities with participants.</li><li>• Deal with all disciplinary matters in relation to participants in accordance with DSP CE procedures</li><li>• Liaise with employers to promote progression to work and work with other support organisations as needed</li><li>• Develop an exit plan with each participant</li><li>• Follow-up and report on participants for up to 4 months on exit from CE</li><li>• Manage staff resources as required</li><li>• Engage in training and development as detailed in Procedures Manual</li></ul>
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	<ul style="list-style-type: none"> <li>• Report to Sponsoring Committee as required</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements</li> <li>• Ensure that financial returns i.e. wages claims, materials claims, and participant development grant claims meet the standard in line with the Agreement between the Department of Social Protection and Drogheda Women's and Children's Refuge Centre CLG: The Sponsor Group</li> <li>• Ensure implementation of systems controlling the operation of all finances e.g. cheque payments, petty cash, debtors, creditors and participant's payroll, bank account and PRSI returns</li> <li>• Ensure prompt and accurate payment of participant allowances</li> <li>• Ensure the security of cash/equipment on scheme</li> <li>• Install and manage effective time keeping record system for participants</li> <li>• Liaise with the local DSP Office as required</li> </ul>
<b>Scheme Management</b>	<ul style="list-style-type: none"> <li>• Maintain a safe and healthy environment for participants - both in terms of facilities and work practices</li> <li>• Ensure work experience placements on scheme are in line with CE application</li> <li>• Supervise, schedule and manage participants</li> <li>• Fully participate in training and development opportunities provided by the Sponsor and by DSP as required for the post</li> <li>• Carry out any other function relevant to the position of Community Employment Supervisor as indicated by Drogheda Women's and Children's Refuge Centre CLG</li> </ul>
<b>Financial Monitoring and Programme and Training Monitoring</b>	<ul style="list-style-type: none"> <li>• Ensure the CE scheme is compliant with financial, programme and training monitoring requirements as detailed in the CE Operating Procedures</li> </ul>
<b>Training &amp; Development Provision</b>	<ul style="list-style-type: none"> <li>• Carry out an identification of learner needs with each participant on the scheme as part of the Individual Learner Plan process</li> <li>• Identify needs and source and co-ordinate cost effective training/development opportunities in line with DSP procurement guidelines</li> <li>• Prepare an Individual Learning Plan for each Participant for submission to DSP in accordance with CE procedures</li> <li>• 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 equivalent</li> <li>• Plan and procure relevant training opportunities which have been approved by DSP</li> <li>• Maintain and update training records for each participant on the project as part of their Individual Learner Plans</li> <li>• Monitor and review training inputs with the participants</li> <li>• Plan and organise work placements – internal and external as required, whilst ensuring the efficient running of the service</li> <li>• Report on ILP developments to The Sponsor Group</li> </ul>

<b>Progression of CE Participants</b>	<ul style="list-style-type: none"> <li>• Exit Planning</li> <li>• Intensive Job Search activities as part of exit planning</li> <li>• Engagement with Local Employers</li> <li>• Maintain Database of Employers</li> </ul>
<b>Refuge Specific Tasks</b>	<ul style="list-style-type: none"> <li>• To work closely with the Snr Management Team to ensure the effective running of the service</li> <li>• To coordinate the placement and supervision of Volunteers and Student Placements</li> <li>• To complete the weekly Staffing Roster for both Core and CE Staff and Volunteers and Student Placements and to organise Relief Shifts as necessary</li> <li>• To work closely with the Finance and Administration Officer regarding their management of Butterfly – the organisation’s Charity Boutique and to work closely with our Housekeeper regarding your Supervision of the CE Housekeeper’s Assistant and Caretaker</li> <li>• To work as part of the team within the Refuge, to highlight the issue of violence and abuse against women and female homelessness amongst voluntary and statutory services</li> <li>• To work as part of the team in promoting the organisation in a positive and professional manner</li> <li>• To network with statutory and voluntary agencies in the community to create awareness of the services offered by the organisation and facilitate referral to the service</li> <li>• To maintain written records of work completed and submit a monthly progress report to The Sponsor Group</li> <li>• To complete own Weekly Time Sheets for authorisation by the Manager and complete the necessary forms for Travel Expenses, Time in Lieu, Annual Leave etc.</li> <li>• To attend <i>Full Core Staff Team Meetings</i> and to attend Group Reflective Practice Meetings with Manager as scheduled</li> <li>• To attend Training as requested by the Manager / Sponsor Participant Development Officer</li> <li>• To complete other duties as may be requested on occasion by the Manager or Sponsor Group</li> <li>• To comply with the responsibilities of the Employee, as set out in the company’s Safety Policy</li> </ul>

## Person Specification

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### Candidates must demonstrate the following:

#### Qualifications:

- Relevant Major 3<sup>rd</sup> Level qualification (NFQ Level 6 or higher) and /or have 3 years’ supervisory experience
- Excellent ICT skills
- Full clean Driving Licence / Access to a car that can be used for work purposes (An Advantage)

#### Knowledge of the 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:

- Previously supervisory and people management experience relevant to the post as well as experience in programme administration, project management and/or training.

Interpersonal Skills:

- Effective communication skills. Competent report writing skills. Experience of working with vulnerable individuals and long term unemployed. Capable of directing, motivating, coaching and mentoring programme participants.

Team Working:

- Proven ability as a team player who enjoys being part of a small team, supporting and leading as needed, sharing information and expertise, building relationships and working collaboratively within immediate team and across a wider organisation

The job description is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future.

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Salary: The salary will be dependent on skills and experience in line with the DEASP Salary Scale for CE Supervisors.

This position is full time and funded by Department of Education and Social Protection

Number of Hours 39 hours per week Monday to Friday (flexible working may be required outside of normal working hours)

Annual Leave: 23 days per year (+ 2 Concession days)

Application Process The application is by application form only. CVs will not be accepted..

Application forms can be sent for the attention of the Manager to [recruitment@droghedarefuge.org](mailto:recruitment@droghedarefuge.org)

Closing Date for applications is: **4pm Monday May 6th 2024**

Interviews will take place on the week beginning 13<sup>th</sup> May 2024. Only shortlisted candidates will be contacted. It is expected that this position will begin June 2024.

Please note any offer of a position is subject to Garda Clearance. Drogheda Women & Children's Refuge CLG is an equal opportunities employer.