***Longford Community Resources clg (LCRL)***

***Job Description***

*June 2025*

**Temporary Tús Community Work Placement Supervisor**

Longford Community Resources, the Local Development Company for County Longford, is involved in the management and administration of a range of development programmes, for example, the LEADER Programme, the Social Inclusion and Community Activation Programme (SICAP), Rural Social Scheme and County Longford Youth Service.

**Tús -** “Tús – Community Work Placement”, will provide short-term quality and suitable working opportunities for people who are unemployed while at the same time carrying out a broad range of services of benefit to the community and in a variety of community settings.

**Overall Responsibility:**

To support the implementation of the Tús Initiative in the Longford Community Resources area of operation, in order to provide quality work placements for unemployed individuals within the community and voluntary sector.

**Job Title:** Tús Supervisor

**Reporting to:** Tús Co-ordinator/CEO

**Duties and Responsibilities:**

**Project Management:**

* Working within the staff team to develop and implement the Tús Initiative in the Longford Community Resources area of operation
* The identification of quality work placements in community organisations and settings
* Support the implementing of quality standards and practices within organisations to support effective work placement opportunities
* Working with local agencies/bodies to ensure the smooth running of the Tús Initiative
* Reviewing the Tús Initiative on an on-going basis and bringing recommendations regarding its modification or expansion to the relevant LCRL staff/committee

**Human Resources:**

* Providing supervision and human resource support to Tús participants, including monitoring time and attendance
* Setting, managing and monitoring work schedules and attaining targets
* Delivery and support of on work-specific training
* Development and implementation of a ‘learning on the work’ process to support the participant’s professional development
* Managing the output of the participants to match the expectations of the communities

**Administration:**

* Promotion and administration of the Tús Initiative
* Supervision of compliance with health and safety requirements
* Maintaining appropriate records in both written and computerised formats
* Supporting the financial management of the initiative

**Reporting:**

* Preparing written reports on the initiative as required by Longford Community Resources clg and other funders
* Facilitating the evaluation and appraisal of the Tús Initiative
* Attend meetings relating to the Tús Initiative both locally and nationally

**Other**

* Work as part of a team within Longford Community Resources clg and ensure the integration and co-ordination of the work into the other programmes, initiatives and staff of Longford Community Resources clg
* Attend training as deemed necessary by the line management/CEO.
* Carry out such duties as may be assigned from time to time by the line manager/CEO and/or Board of Longford Community Resources clg

**The Candidate:**

**Key skills and competencies**

* Relevant third level qualification
* Experience of working in a management/supervisory/human resources capacity with a company or community organisation
* Good knowledge and understanding of issues specifically affecting the unemployed and those socially excluded
* Excellent organisational, communication, IT and interpersonal skills
* Proven ability to manage staff
* Good ability to work on own initiative and as part of a team
* Full driving license with own transport

**Conditions of Work**

* Tús Supervisors will be required to work 39 hours a week
* A probationary period will apply
* Contract will be for a 6-month period
* Your office location will be in the offices of Longford Community Resources
* Annual salary for the position will be €33,551