

## Job Description

<b>Job Title</b>	CE Supervisor (Childcare Training and Employment)
<b>Reporting to</b>	Social Inclusions Programme Manager
<b>Responsible to</b>	CEO of Laois Partnership Company and the voluntary Board of Directors
<b>Vision, Mission and Values</b>	<p><b>Our Mission</b> Making Laois a better place to live by promoting positive change in social, enterprise and community development.</p> <p><b>Our Vision</b> Supporting Laois to be a vibrant county of inclusion, equality and prosperity.</p> <p><b>Our Values</b> Respect; Integrity; Compassion; Quality; Unity</p>
<b>CE programme</b>	Laois Partnership Company sponsors the Community Employment programme for unemployed people who wish to pursue a career in childcare. The Supervisor will be responsible for the implementation and co-ordination of training and work experience for Community Employment Participants across County Laois in community childcare settings.
<b>Purpose of the post</b>	<p>The CE programme is an example of a work placement initiative to encourage those out of employment to engage in work opportunities. The core responsibility of this post holder is to recruit and place people who are unemployed in suitable positions in community childcare settings across Co Laois.</p> <p>A core aspect of the role is to support and coach CE participants towards gaining the skills, competencies and qualifications in preparation for employment. Another key component is liaising with Childcare Centre Managers to identify needs and support them with the work placements.</p> <p>The supervisor will work with an assistant supervisor and together they will oversee the successful implementation of this programme. The Supervisor will be responsible for preparing reports to the Sponsoring Committee.</p>
<b>Duties and Responsibilities</b>	<p><b>Participant Support and Supervision</b></p> <ul style="list-style-type: none"> <li>• Demonstrate ability to relate to and support CE participants</li> <li>• Promote the CE childcare scheme in the local community</li> <li>• Support the recruitment process and coordinate the intake of participants onto the scheme</li> <li>• Plan and organise work placements.</li> <li>• Link regularly with participants to Conduct a Training Needs Analysis and agree an Individual Learner Plan (ILP) with each participant.</li> </ul>

	<ul style="list-style-type: none"> <li>• Help identify learning needs and source cost effective training opportunities for participants, in line with company procurement procedures.</li> <li>• Monitor work schedules and progress on work goals</li> <li>• Ensure compliance with health and safety requirements and provide PPE as required.</li> <li>• Create links with Adult Literacy training in the County.</li> <li>• Conduct exit planning with participants.</li> <li>• Maintain evidence of engagement with local employers.</li> <li>• Raise any HR issues/concerns immediately with line manager.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate records.</li> <li>• Manage online Welfare Partners CRM to record data and process participant payments, meeting the standards required.</li> <li>• Maintain accurate financial recording and reporting records.</li> <li>• Ensure prompt and accurate payment of participant allowances.</li> <li>• Liaise with local Development Officer (DSP) as needed.</li> </ul> <p><b>Programme Management</b></p> <ul style="list-style-type: none"> <li>• Ensure good working relationships with community childcare settings and other agencies</li> <li>• Ensure compliance with health and safety standards and work practices.</li> <li>• Manage budgets available for training and materials.</li> <li>• Manage financial records including bank reconciliations, wages, material claims etc. and liaise with Finance and Operations Manager as required.</li> <li>• Ensure that all support to childcare services is framed around Síolta and Aistear and includes advice around curriculum, planning, professional practice, legislative and human resource issues.</li> <li>• Supervise and manage CE staff team.</li> <li>• Prepare reports and updates for the Sponsoring Committee.</li> </ul> <p><b>General duties</b></p> <ul style="list-style-type: none"> <li>• Work as part of the overall team in the CE programme, and in Laois Partnership Company.</li> <li>• Promote the Organisation and its services in a positive manner.</li> <li>• Operate within policy, legal, ethical and professional boundaries when working.</li> <li>• Actively contribute to service review and development in a positive, solution focused manner.</li> <li>• To undertake other duties/responsibilities that are appropriate to the role.</li> </ul> <p>Please be advised that this is not an exhaustive list of duties for the role and changes may occur.</p>
<b>Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>• Relevant QQI Level 6 (or higher) – e.g. Project Management; Business/Financial Administration; Training</li> <li>• Previous work experience in administration/training/project management</li> <li>• An understanding of the issues faced by unemployed people</li> <li>• Good communication and interpersonal skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of supervising workers/managing others (min 3 years)</li> <li>• Familiarity with the CE programme</li> <li>• Computer literacy</li> <li>• Knowledge of childcare sector would be an advantage</li> <li>• Full clean drivers' licence and own car preferable</li> </ul>
<b>Terms and Conditions</b>	<p><b>Contract:</b> Permanent, subject to successful probation &amp; continued funding</p> <p><b>Probation:</b> 6 months</p> <p><b>Hours:</b> 39/week</p> <p><b>Salary:</b> €35,990 Per annum</p>
<b>How To apply</b>	<p>Please forward <b>a full CV and a cover letter</b>, marked <b>CE Supervisor</b>, outlining your suitability and experience for this position, by email to: <a href="mailto:info@laoispartnership.ie">info@laoispartnership.ie</a></p> <p>Closing date for receipt of applications is <b>Wednesday, 23<sup>rd</sup> July 2025</b>.</p> <p>No late applications will be accepted.</p> <p>A panel may be formed from which other similar, suitable vacancies may be filled.</p> <p>Informal enquiries by email to <b>info@laoispartnership.ie</b></p> <p>Canvassing will disqualify.</p>

**Laois Partnership Company is an equal opportunity employer and does not discriminate against individuals on the basis of gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation, disability or membership of the travelling community.**