

Community Employment Supervisor

Job Title:	Community Employment Supervisor
Reports to:	HR Manager
Job Location:	11 Sean Mulvoy Centre, Sean Mulvoy Road, Galway
Contract Details:	39 hours per week, based on annual contract (On-Site)
Salary Details:	CE Supervisor Scale €34,942 - €42,202
Job Purpose:	<p>Galway Simon Community is the Sponsor of a Community Employment Scheme. Participants on the Scheme work with Galway Simon Community, The Galway Society for the Prevention of Cruelty to Animals and The Galway Rape Crisis Centre.</p> <p>The Community Employment Supervisor will ensure the effective and efficient management and co-ordination of the human, financial and material resources of the CE Scheme. Thereby ensuring that the programme is operating in accordance with all DSP guidelines and is of maximum benefit to both participants and the organisation.</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.</p>
Main duties & Responsibilities:	<p>Administration</p> <ul style="list-style-type: none"> ▪ Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by Galway Simon Community. ▪ Prepare financial returns i.e. wages claims, material claims and participant development grant claims and ensure they meet the standard laid down by DSP. ▪ Administration of computerised systems controlling cheque payments, debtors, creditors, payroll, bank account and PRSI returns. ▪ Ensure prompt and accurate payment of participant allowances. ▪ Ensure the security of cash/equipment on scheme. ▪ Manage an effective time keeping system for participants on the scheme. ▪ Liaise with DSP office as required. <p>Training and Development</p> <ul style="list-style-type: none"> ▪ Carry out an identification of learner needs with each participant on the scheme as part of the Individual Learner Plan process. ▪ Identify needs, source and co-ordinate cost effective training/development opportunities in line with DSP 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 on Welfare Partners for each participant as part of their Individual Learner Plans.
- Monitor and evaluate training inputs with each participant.
- Plan and organise work experience placements for participants.
- Report on ILP developments to Sponsoring organisation.

Human Resources

- Manage the recruitment of CE applicants in accordance with DSP's recruitment and referral process.
- Ensure annual employment contracts are in place for all participants.
- Communicate effectively with all individuals on the project 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 into to full time or part time work opportunities or further education and to develop a progression path for each participant.
- Ensure that all participants are fully engaged with the programme and thereby achieving a high rate of re-entry to the workforce or progression to further education.
- Implement job search activities with participants.
- Deal with all disciplinary matters relating to participants in conjunction with the relevant line managers.
- 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 reception and plan and coordinate the work schedule for participants
- Manage staff resources effectively and efficiently.
- Fully participate in training and development opportunities provided by Galway Simon Community and DSP.
- Report to Project Management Committee regularly.

Scheme Management

- Ensure that the work areas meet appropriate housekeeping standards and provide a safe and healthy environment for participants in terms of facilities and work practices.
- Supervision, scheduling and management of participants to ensure the best returns to Galway Simon Community.
- Carry out any other function as indicated by Galway Simon Community.

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 Operating Procedures.
- Co-operate with the conduct of Departmental monitoring visits.

	<p>Progression of CE Participants</p> <ul style="list-style-type: none"> ▪ Conduct exit planning. ▪ Carry out intensive job search activities as part of the exit planning. ▪ Maintain evidence of engagement with local employers. ▪ Maintain an up to date database of Employers. <p>This Job Description is intended to indicate the broad range of responsibilities and requirements of the position. It is neither exhaustive nor exclusive but while some variation can be expected in particular duties, as the position evolves, the outline is considered to provide a reasonable general description of the position.</p>
<p>Person specification:</p>	<p>Qualifications, Skills and Experience:</p> <ul style="list-style-type: none"> ▪ Third Level Qualification in Human Resource Management, Business or other relevant discipline ▪ Minimum of 3 years supervisory/people management experience ▪ Have a solid understanding of the role of the CE Supervisor ▪ Excellent working knowledge of employment legislation ▪ Experience of management of end to end recruitment process ▪ Proven track record of managing and motivating employees ▪ Strong IT literacy, advanced level – Microsoft Office (Word, Outlook, Excel and PowerPoint), SharePoint, databases. ▪ Experience of working with a HR database/system ▪ Excellent communication and facilitation skills ▪ Excellent report writing skills ▪ Display responsibility, commitment and motivation to implement the spirit of Community Employment and uphold the values and ethos of Galway Simon Community. ▪ Career planning/coaching experience ▪ Full driving licence and own car necessary for this role
<p>To apply:</p>	<p>All applicants should submit a CV and Cover letter to jobs@galwaysimon.ie, by 5pm on closing date 26th November 2023.</p> <p>A detailed job description can be obtained from www.galwaysimon.ie</p> <p>If you have any questions in relation to this position please contact the HR department via email jobs@galwaysimon.ie</p>
<p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	