



## **QUALIFICATIONS FOR THE POST OF**

### **SUPERVISOR - COMMUNITY EMPLOYMENT SCHEME (PART-TIME)**

Wexford County Council require a Community Employment Supervisor on a part-time basis to ensure the effective and efficient management and co-ordination of the human, financial and materials resources of Wexford County Council's Community Employment (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.

#### **Job Title**

#### **Supervisor (part-time) – Wexford County Council Community Employment Scheme**

This will be on a fixed term renewable contract, subject to the approval of the Department of Social Protection (DSP), covering Wexford County North, encompassing work locations of Courtown, Gorey, Ferns, Enniscorthy, Library and Archive Services, and other such locations as may be determined.

#### **Essential**

Each candidate must have on the latest date for receipt of completed applications forms: -

#### **• Qualifications**

- Major Award at 3<sup>rd</sup> Level of NFQ Level 6 or higher, preferably in Business/Financial Administration, Training, Human Resources, Project Management.
- ICT skills are essential (e.g. MS Office)

#### **• Work Experience**

- Minimum of 3 year supervisory experience required.
- Previous supervisory and people management experience relevant to post.
- Previous experience in Administration, Project Management and/or Training or other relevant positions.

#### **• Knowledge of Post**

- Have a reasonable knowledge and understanding of the role of the Community Employment Supervisor in terms of management, training and administration involved in the day to day running of the Community Employment Scheme.

#### **• Interpersonal Skills**

- Must have effective communication and interpersonal skills.
- Competent writing and reporting skills.
- Experience of working with vulnerable individuals and job seekers.

- Capable of directing, motivating coaching and mentoring job seekers
  - Ability to work under the direction of CE Chairperson for the effective implementation of the CE program in line with CE operational procedures.
- **Garda Vetting**
    - Each candidate will be required to co-operate with a Garda vetting procedure. The successful candidate must have Garda clearance.
- **Driving Licence**
    - Hold a full clean driving licence and have access to his/her own vehicle.

## WEXFORD COUNTY COUNCIL

### JOB SPECIFICATION FOR THE POST OF

### SUPERVISOR - COMMUNITY EMPLOYMENT SCHEME (PART-TIME)

**Title:** Supervisor – Community Employment (CE) Scheme  
**Reporting to:** Chairperson of Wexford County Council’s CE Scheme  
**Function:** To ensure the effective and efficient administration and co-ordination of the human, financial and material resources of the CE Scheme.

**Initial Assignment:** Wexford CE Scheme (North) based at The Machinery Yard, Old Dublin Road, Enniscorthy, Co. Wexford

#### **Key Duties: -**

##### **Administration**

- Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by the Chairperson of the Sponsoring Authority, Wexford County Council.
- Provide preparatory administration for financial returns i.e. wages, materials & participant grant claims that meet the standards as laid down by the Department of Social Protection (DSP) through their on-line system Welfare Partners.
- Manage an effective time keeping record system for Participants on the scheme.
- Liaise with the DSP’s local officer as required.
- Required to liaise with their job-sharing companion, ensuring a seamless delivery of the role.

##### **Training & Development**

- Carry out an identification of learner needs with individual participants as required, as part of the Individual Learner Plan (ILP) process.
- Source and co-ordinate cost effective training/development opportunities in line with DSP procurement guidelines.
- Prepare ILP’s for each Participant and update on Welfare Partners in accordance with CE procedures.
- Ensure access to recognized qualifications for Participants, focusing on the achievement of relevant qualifications including Major Awards on the National Framework of Qualifications (NFQ) or industry related standards.
- Maintain and update training records for each participant on the project on Welfare Partners as part of their ILP.
- Monitor and review training inputs with Participants.
- Plan and organise work placements – internal and external as required.
- Report on ILP developments to the Chairperson of the CE Scheme.

#### **WEEKLY REMUNERATION:**

**Weekly remuneration: €335.99 - €405.80**

Working hours will be based on a total of 19.5 per week, in accordance with the Organisation of Working Time Act, 1997.

Annual Leave will be 10 days per annum.

## **RECRUITMENT:**

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority,
- (ii) A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a short-listing procedure.
- (iii) A Panel may be formed on the basis of the interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

## **RESIDENCE:**

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof, to enable his/her duties to be discharged in a satisfactory manner.

This competition is being run by Wexford County Council. For general queries, please contact the following:

*Recruitment Desk*  
*HR Section*  
*Wexford County Council*  
*053 919 6007*  
*E: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)*