



County Wicklow Partnership

Tús SUPERVISOR

Job Description

The Tús Programme is a community work placement initiative managed by Co. Wicklow Partnership on behalf of the Department of Social Protection.

Key Responsibilities:

A key task of the Supervisor is the management of the work performance of the participants to establish that quality outputs are achieved from the work placement. Through this the supervisor must ensure that the participant benefits from supportive management, has clearly articulated objectives, sees the work placement as contributing to their career progression and ensure the participant's work readiness. The supervisor will play a frontline role in communicating the overall productivity and effectiveness requirements of the work placement and monitor individual performance. This will support the achievement of:

- Improved individual performance
- Ensuring that management's expectations are communicated and understood
- Enhancing the participant's work placement experience
- Introducing them to other career enhancing prospects through recognising and / or identifying training and other development opportunities
- Resolving cases of underperformance where identified

Main Duties:

- The identification of work placements in community organisations and settings
- Selection and recruitment of participants on to the programme
- To ensure that all information that may have a bearing on participant payment rates is processed accurately and without delay in order to ensure that neither overpayment or underpayment situations occur
- The supervision of participants, including monitoring time and attendance
- Supervision of compliance with health and safety requirements
- Setting, managing and monitoring work schedules and attaining targets
- Promotion, administration and maintenance of records in both written and computerised formats
- Delivery on task specific training, including health and safety, first aid, and manual handling

- Managing output of the participants to match the expectations of the placement providers
- Co-operation and integration with supervisory arrangements on the Tús Programme
- Other duties as determined by the company from time to time

Essential Skills:

Must be able to demonstrate proven experience of the full range of management / supervisory tasks and responsibilities. This includes all aspects of recruitment, line management, performance evaluation and responsibility for compliance with all relevant company policies.

- Demonstrated ability to work as part of a team
- Be self-motivated with the skill to motivate others
- Good communication & interpersonal skills
- Empathy with and an understanding of unemployed people
- Experience of working in the Community & Voluntary sector and the knowledge and ability to work with communities to identify projects from initial planning to actual projects delivered
- Excellent IT skills to include competency in Microsoft Word, Excel and Outlook
- Ability to produce reports
- Full clean driver's licence and access to own transport

Reporting: The Supervisor will report to the Tús / RSS Co-Ordinator

Salary Scale: €31,005 per annum

Hours of Work: The post will be full-time (39 hours per week)