

Donegal Local Development CLG is an integrated local development company established in 1995. We deliver a number of external funded programmes to the Donegal Community. Donegal Local Development CLG (DLDC) are now inviting applications for the following position:

- **Rural Social Scheme (RSS) Supervisor – Job Share**

Reporting to the Schemes Department Manager/Team Leader, the post holder will share responsibility for the management of approximately 25 scheme participants placed with community & voluntary sector groups carrying out work activities for the benefit of local communities. Work placements will be a valuable route for participants to gain or update experience of the workplace, to learn new skills and perhaps to return to work.

This is a six-month fixed term contract and the post holder will be required to work 2.5/ 3 days per week. They will work in conjunction with the job-share partner to effectively meet the schedule and carry out the functions of the role. Continuity of the fixed term contract is subject to an ongoing review of the Job-Sharing Scheme and is determined by the Department of Social Protection (DSP).

Job Description is available from vacancies@dldc.org also on website www.dldc.org

Application Process

To apply for the position, **please submit by email a Letter of Application together with a current Curriculum Vitae and clearly outline how you meet the criteria to:** HR Department at: vacancies@dldc.org

- The closing date for receipt of applications is **Friday 17th November 2023** and no applications will be accepted post deadline
- Interviews are likely to take place on the week of **27th November 2023**.

We reserve the right to enhance the shortlisting criteria. A panel may be created from which future part time opportunities may be filled.

***Donegal Local Development CLG is committed to a Policy of Equal Opportunity.
Canvassing will disqualify.***



DONEGAL LOCAL DEVELOPMENT CLG

Job Description

Position:	Rural Social Scheme (RSS) Job Share
Duration:	This is a six-month fixed term contract of 2.5/3 days per week. Continuity of the fixed term contract is subject to an ongoing review of the Job-Sharing Scheme and is determined by the Department of Social Protection (DSP). The operation of the scheme is subject to the condition that the operating requirements of DLDC are not adversely affected by the Job Share arrangement.
Reporting To:	Schemes Department Manager/Team Lead
Reporting to this Position:	Shared responsibility for 25 Scheme Participants
Location:	Letterkenny

Job Share

The purpose of DLDC's Job Sharing Scheme is to provide a wider range of attendance patterns that will assist team members to combine both work and personal responsibilities. An opportunity has now arisen to resource a job-sharing arrangement on a trial basis for an initial six-month period, subject to ongoing review. The role is fixed term in nature and the post holder will be required to work 2.5/3 days per week. They will work in conjunction with the job-share partner to effectively meet the schedule and carry out the functions of the role. Flexibility and collaboration will be required to ensure that the needs of the scheme are effectively met. Continuity of this fixed-term contract is contingent upon funding, determined by DSP and is subject to ongoing review of the Job Share arrangement.

The operation of the job share scheme is subject to the condition that the operating requirements of DLDC are not adversely affected. Consequently, all applications to participate in the scheme will be considered in the context of organisational needs, and the ability of DLDC to obtain a suitably qualified replacement staff member.

Purpose of the job

Reporting to the Schemes Department Manager/Team Leader, the post holder will share responsibility for the management of approximately 25 scheme participants placed with community & voluntary sector groups carrying out work activities for the benefit of local communities. Work placements will be a valuable route for participants to gain or update experience of the workplace, to learn new skills and perhaps to return to work.

Rural Social Scheme participants are Small Farmers/Fishermen or their spouses who work in a variety of projects including establishment and maintenance of walkways, village enhancement, culture and heritage projects, pre- and after-school groups, grass cutting, painting, maintenance and caretaking.

Files and Administration

- Establish and maintain a transparent filing system for all files and records in both written and computerised formats.
- Set up files and maintain compliance with administration procedures which are in keeping with guidance from the funders including project coding, file management and administration.

- Deal efficiently with enquiries from the public, the Board of Directors, staff, community & voluntary groups, the public and relevant others on matters of administration.

Programme Specific Duties

- Identification of work placements in community organisations and settings.
- Manage caseload and work towards achieving agreed key programme objectives.
- Supervision of participants including monitoring time and attendance.
- Supervision of and compliance with health and safety standards.
- Setting, managing and monitoring work schedules and attaining targets.
- Delivery of task-specific training, including health and safety, first aid, induction, manual handling etc.
- Managing the outputs of the participants to match the expectations of the placement providers.
- To communicate effectively with all scheme participants
- Develop and maintain good working relationships with community & voluntary sponsor groups.
- To proactively promote the work and achievements of the programme.
- Participate in training and development programmes.

General Duties

- Prepare reports to funders, the Board of Directors and other relevant groups as required from time to time.
- Carry out any other function relevant to the position as indicated from time to time.
- Be willing to work evenings and/or weekends as required.
- Have access to car, and full clean driving licence in order to fulfil the duties of the role.

Requirements Criteria:

- Good communication and inter-personal skills
- Ability to plan, organise and oversee own workload in the interest of serving clients and delivering results in line with the Schemes Department.
- Have access to own Transport at all times during the working week and hold a valid clean driver's licence.
- Ability to work independently and solve problems, as well as work effectively as part of a team.
- Demonstrate ability to relate to and support participants.
- Knowledge of statutory Health and Safety Regulations.
- Ability to present information in a one to one and group setting.
- Have 2 years of community development work experience and demonstrate knowledge and ability to work with communities to identify projects from concepts in plans to actual projects delivered.
- A good standard of education is required.
- A high level of computer literacy in terms of both work application and qualifications, a combination of both to a high level is a minimum requirement.
- Flexibility to meet the job share schedule and work effectively with the job share post holder to meet Schemes needs.

Donegal Local Development CLG is an equal opportunities employer.

We reserve the right to enhance the shortlisting criteria. A panel may be created from which future part time opportunities may be filled.

DLDC is an equal opportunities employer and welcomes applications from all suitably qualified applicants. We have measures in place to ensure that no job applicant receives less favourable treatment on the grounds of race, gender, civil status, family status, age, disability, religion, sexual orientation or membership of the Traveller Community. Canvassing will disqualify.