

## Tús Scheme Supervisor Panel

Donegal Local Development CLG (DLDC) is a community-led local development company covering all of County Donegal except the Inishowen area. We work to improve the opportunities for people and communities in Donegal to bring about positive changes in their own lives and in their community.

Tús is a community work placement scheme providing short-term working opportunities for unemployed people, this benefits the community and voluntary organisations in both urban and rural areas. **We are now inviting applications from suitably qualified candidates for potential future fixed-term positions.**

The Tús Schemes Supervisor will be responsible 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.

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

The closing date for receipt of applications is **Monday 30<sup>th</sup> September 2024** and no applications will be accepted post deadline. The Job Description is available from [vacancies@dldc.org](mailto:vacancies@dldc.org) and on the DLDC website [www.dldc.org](http://www.dldc.org). Interviews are likely to be held on week of 7<sup>th</sup> October 2024

We reserve the right to enhance the shortlisting criteria.

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



Rialtas na hÉireann  
Government of Ireland



Cómhaoinithe ag an  
Aontas Eorpach

Co-funded by the  
European Union



An Roinn Forbartha  
Tuaithe agus Pobail  
Department of Rural and  
Community Development



Comhairle Contae  
Dhún na nGall  
Donegal County Council



“The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Government of Ireland, through the Department of Rural and Community Development, and the European Union”.

## DLDC - Job Description

### Tús Scheme Supervisor

<b>Job Title:</b>	<b>Tús Scheme Supervisor</b>
<b>Reporting To:</b>	Schemes Team Manager
<b>Employer:</b>	Donegal Local Development CLG (DLDC)
<b>Main Purpose of Role:</b>	<p>Tús is a community work placement scheme providing short-term working opportunities for unemployed people, this benefits community and voluntary organisations in both urban and rural areas. The scheme is managed by DLDC for the Department of Social Protection (DSP), which has overall responsibility for the schemes nationally.</p> <p>The Tús Schemes Supervisor will be responsible for the management of approximately 25 scheme participants placed with community &amp; 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.</p>
<b>SALARY:</b>	€32,574.41, Schemes Supervisor Scale
<b>Conditions of Work:</b>	<ul style="list-style-type: none"> <li>• There is potential to fill roles on a fixed-term basis for up to two years, depending on funding from the Department of Social Protection and the number of participants.</li> <li>• The Schemes Supervisor will be required to work 5 days per week.</li> <li>• The main office base will be Letterkenny.</li> <li>• A probationary period of at least six months will apply.</li> <li>• Performance in role will be discussed throughout the period of cover and reviewed as part of quarterly one to ones.</li> <li>• Benefits include: <ul style="list-style-type: none"> <li>○ Flexible and hybrid working options</li> <li>○ Travel and subsistence allowance</li> <li>○ Learning and development opportunities</li> <li>○ Employee Assistance Programme</li> </ul> </li> </ul>
<b>Main Duties</b>	
<b>You will be required to...</b>	
<b>1</b>	<p><i>Key Responsibilities</i></p> <ul style="list-style-type: none"> <li>• Identification of work placements in community organisations and settings.</li> <li>• Manage caseload and work towards achieving agreed key programme objectives.</li> <li>• Supervision of participants including monitoring time and attendance.</li> <li>• Supervision of and compliance with health and safety standards.</li> <li>• Setting, managing and monitoring work schedules and attaining targets.</li> <li>• Present and delivery of task-specific training, including health and safety, first aid, induction, manual handling etc to individual and small groups.</li> <li>• Managing the outputs of the participants to match the expectations of the placement providers.</li> <li>• To communicate effectively with all scheme participants</li> <li>• Develop and maintain good working relationships with community &amp; voluntary sponsor groups.</li> <li>• To proactively promote the work and achievements of the programme.</li> <li>• Participate in training and development programmes.</li> </ul>

2	<i>Files and Administration</i> <ul style="list-style-type: none"> <li>Establish and maintain a transparent filing system for all files and records in both written and computerised formats.</li> <li>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.</li> <li>Deal efficiently with enquiries from the public, the Board of Directors, staff, community &amp; voluntary groups, the public and relevant others on matters of administration.</li> </ul>	
3	<i>Miscellaneous</i> <ul style="list-style-type: none"> <li>Prepare reports to funders, the Board of Directors and other relevant groups as required from time to time.</li> <li>Carry out any other function relevant to the position as indicated from time to time.</li> <li>Be willing to work evenings and/or weekends as required.</li> <li>Have access to car, and full clean driving licence in order to fulfil the duties of the role.</li> </ul>	
Core Competencies		Essential
1	<b>Experience within the Community</b>	The Schemes Supervisor will identify work placements in community organisations and align projects with local community needs. At least 2 years of community development work experience and demonstrate knowledge and ability to work with communities. Can demonstrated knowledge of how to turn project concepts into delivered outcomes
2.	<b>Interpersonal &amp; Liaison Skills</b>	The Schemes Supervisor will have the ability to communicate with a wide range of stakeholders, including participants, community groups, the Board of Directors, and the public. Develop and maintain good working relationships with participants and voluntary/community sponsor groups. Conduct task-specific training sessions for participants, including areas such as health and safety, first aid, and manual handling.
3.	<b>Project Management Skills</b>	The Schemes Supervisor will have the ability to manage multiple scheme participants and work placements, setting and monitoring work schedules, and achieving programme objectives. Monitor participant attendance, supervising their activities, ensuring compliance with health and safety standards, and managing the quality of their work outputs. They will also have to work within set budgets for the program's success.
4.	<b>Motivation</b>	The Schemes Supervisor will be required to be a flexible, motivated self-starter who can communicate effectively. They will work well as part of a team and also on their own initiative.
5.	<b>Communication Skills</b>	The Supervisor will be highly empathetic, with ability to support participants. Must have good communication skills and ability to develop and maintain good working relationships with participants and voluntary/community sponsor groups.
6.	<b>IT Skills</b>	Must have good computer literacy skills with working knowledge of MS office and other applications. Prior experience of SharePoint would be an advantage as the role will involve managing client administration on line, using various devices – desktop, tablet, mobile, etc.

7.	'Other'	You must hold a clean, current driving license <b>with access to own mode of transport in order to fulfil the duties of the role.</b>
<b>Core Competencies</b>		<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Previous experience with SharePoint.</li> <li>• Ability to communicate in Irish is advantageous.</li> <li>• Experience of group facilitation &amp; training.</li> <li>• External experience on community based committees/boards et al.</li> </ul>		
<p><b>DLDC reserves the right to enhance criteria, dependent on the responses received to the advertisement. A panel may be formed from this recruitment process.</b></p>		

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### Application Process

- To apply for the position, **please submit by email a Letter of Application together with current Curriculum Vitae, clearly outlining how you meet the criteria**, to: HR Department by Email to: **vacancies@dldc.org**
- The closing date for receipt of applications is **Monday 30<sup>th</sup> September 2024.**
- Interviews are likely to take place on the week of **7<sup>th</sup> October 2024.**

We reserve the right to enhance the shortlisting criteria. A panel may be formed from which similar vacancies may be filled.