

DLDC - Job Description

SCHEMES DEPARTMENT MANAGER

Job Title:	Schemes Department Manager
Reporting To:	Head of Operations
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	<p>DLDC is a community-led local development company covering all of County Donegal except the Inishowen area. We work with marginalised communities and service providers using a community development approach to improve people's lives. We now have an opportunity to fill an existing role.</p> <p>The Schemes Department Manager will play a central and key role in the planning, implementation, administration and management of the Employment and Social Schemes in the Company. The role ensures a coordinated approach to programmes with the main focus being the delivery of "Schemes" which are currently but not limited to Tus, RSS, CE Childcare and Job Initiative.</p> <p>This role reports directly to the Head of Operations and involves managing a large team of Schemes Supervisors to ensure programme delivery and operational efficiency. The Schemes department manager will manage teams and will also oversee individual supervision of scheme participants.</p> <p>Work closely with Schemes Team Leaders and the broader DLDC management team to integrate and coordinate work with other programmes to help promote a cohesive approach to supporting individuals and communities.</p>
Conditions of Work:	<ul style="list-style-type: none"> • This position is on a fulltime basis and is subject to funding from DSP and contingent on referrals from DSP. • The Schemes Department Manager will be required to work 35 hours a week. • The role will be based in the Letterkenny office. • A probationary period of 6 months will apply and performance and support in role will be reviewed formally as part of quarterly one-to-ones.
Salary	Schemes supervisor salary scale applies - plus an additional top-up in recognition of department management responsibilities.
Main Responsibilities of the Role	
1	<p><i>Strategic Planning and Implementation</i></p> <ul style="list-style-type: none"> • Provide strategic leadership and vision for the Schemes and associated projects, ensuring sound management of all operational activities and ensuring that all actions accord with the relevant annual plans.
2	<p><i>Management and Supervision of Staff</i></p> <ul style="list-style-type: none"> • Work closely with Schemes Team Leaders and provide regular line management support and supervision sessions with staff. • Carry out monthly team meetings both with the whole department and with project teams as appropriate. • Carry out ongoing 1.1 meetings to support teams in achieving OKRs and report team and departmental progress to the Head of Operations. • Drive collaboration within the department to ensure operational efficiency. • Lead any recruitment of staff and deliver induction programmes for new team members. • Work with HR and Finance to ensure time and attendance records for staff. • Ensure completion of payroll instruction for Supervisors.

<p>3</p>	<p><i>Provision of Support to Staff in Carrying Out their Duties</i></p> <ul style="list-style-type: none"> • Ensure that all teams are clear about the appropriate policies, procedures and practice guidelines relevant to the work. • Provide ongoing coaching and feedback to support staff development. • Plan, manage and monitor the activities of staff in accordance with DLDC programme of Activities and relevant annual work plans. • Ensure that staff are provided with relevant directives and recommendations from DLDC management, the Board of Management and DSP.
<p>4</p>	<p><i>Report Writing, Monitoring and Evaluation</i></p> <ul style="list-style-type: none"> • Work with the staff and the Head of Operations to ensure that appropriate monitoring and evaluation mechanisms are in place in order to gauge the effectiveness of the work of Schemes and associated projects. • Ensure that all quarterly reports are provided to the relevant funders such as Pobal, DSP and others as required. • Management and oversight of the DLDC Schemes SharePoint and other systems related to the programme. • Attend DLDC Board meetings when requested and present updates, both written and verbal, on progress of Schemes and associated projects as requested.
<p>5</p>	<p><i>Financial Management</i></p> <ul style="list-style-type: none"> • Oversee all Schemes budgets and related resources, including vans, tools, equipment, and materials. Ensure that spending aligns with the annual work plans. • Ensure that all relevant staff are aware of the finances within their projects. • Work with the Finance Manager and associated project staff to ensure that all spending is reported on appropriately.
<p>6</p>	<p><i>Health & Safety</i></p> <ul style="list-style-type: none"> • Ensure the Safety, Health & Welfare of Staff and Scheme Participants. • Contribute to the delivery of company H&S initiatives. • Ensure that all Supervisors complete Health & Safety and manual handling training. • Maintain safe systems for participants, including the completion of Job Safety Plans (JSPs) and the provision of necessary safety instruction and Personal Protective Equipment (PPE).
<p>7</p>	<p><i>Policy, Networking and Stakeholder Management</i></p> <ul style="list-style-type: none"> • Work with sponsor groups ensuring good relations are maintained and agreed policy and procedures implemented. • Identify and seek additional funding for resourcing within Schemes/DLDC. • Keep up to date with relevant regional and national developments through networking as appropriate. • Work closely with DSP and liaise with key agencies and other networks at local and national level. • Ensure that programme documentation and files are maintained for the use of the Finance and Administration and for inspection by the Company Auditors, LCDC, Pobal and other relevant monitoring bodies. • To participate in both internal and external working groups, management groups, committees, teams, networks etc. as are relevant to the Community Development Department/DLDC.
<p>8</p>	<p><i>Miscellaneous</i></p> <ul style="list-style-type: none"> • Carry out administration and undertake any other duties as may be assigned from time to time in pursuance of the specific aims and objectives of the Company. • Be willing to work evenings and/or weekends as required. • This list of job duties is not exhaustive and may be amended in order that all role duties are fulfilled

Essential – candidates must demonstrate on application how they meet the required skill & experience.	
Core Competencies	Essential Criteria
1	<p>Community Experience</p> <p>You will be required to demonstrate a detailed knowledge and experience of working in the community and supporting marginalised individuals. A minimum of three years' experience of working in employment and social schemes. Understanding of the issues and needs confronting the most disadvantaged in society and appreciation of the realities and diversity of needs.</p>
2	<p>Leadership</p> <p>Can demonstrate people management experience against measured performance objectives. Can effectively lead teams and influence the behaviours of others through personal example. Demonstrates ability to manage a team to develop and support others: is able to develop group cohesion and commitment to team values</p>
3	<p>Influencing with integrity</p> <p>You will be required to demonstrate developed, effective and efficient liaison skills across multiple stakeholders. You will be a strong influencer, motivator and inspire trust. Demonstrates integrity and fairness in dealing with others. Capacity to listen and understand alternative viewpoints.</p>
4	<p>Project Management</p> <p>You will have experience in managing/delivering multiple projects to successful outcomes including stakeholder reporting covering, activity and financial evaluation, providing project plans, using advanced MS Office/IT skills.</p>
5	<p>Problem Solving</p> <p>Ability to analyse, to solve problems, to contribute to strategic planning, to recognise potential problems for the Department team staff and to develop strategies to address these problems. Can make decisions, take a firm stance and resolve issues.</p>
6	<p>Communications</p> <p>You will have experience of forming good working relationships with organisations and communities, combined with excellent written and verbal communication, presentation and listening skills.</p>
7	<p>Skills & Experience</p> <ul style="list-style-type: none"> • A recognized and relevant Third Level qualification and / OR a minimum of 3 years' experience of working in employment and social schemes. • You must have a minimum of 2 years' experience of managing a large team within a similar working environment. • A proven track record of managing and delivering programmes and projects. • Commitment to integrating equality, social inclusion and anti poverty principles into community development practice • Previous oversight of Safety, Health & Welfare of staff and/or participants. • Strong group facilitation skills. • Proficient knowledge of Microsoft Office suite of programs particularly Word, Excel and PowerPoint, SharePoint, and Department Reporting System IRIS. • Experience of inter-agency liaison.
8	<p>'Other'</p> <p>Applicants must hold a clean, current driving license with access to own transport.</p>

Core Competencies	Desirable Criteria
	<ul style="list-style-type: none">• Management level experience in a similar/same organisation.• External experience on community based committees/boards et al.

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
- To be shortlisted you must **clearly demonstrate on application how you meet the criteria required for the role, including a provision for drivers licence and own transport.**
- The closing date for receipt of applications is **Friday 21st March 2025**
- Interviews are likely to take place on the week of **31st March 2025**.

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

Donegal Local Development CLG is committed to a Policy of Equal Opportunity. Please contact HR if you require any access to accommodations. Canvassing will disqualify. No applications will be accepted post deadline.