**South Dublin County Partnership**

**is creating a panel for the position of**

**Tús Team Leaders (39 hrs/ week)**

The “Tús – Community Work Placement Scheme”, is a government initiative to provide short-term quality and suitable working opportunities for people who are unemployed while at the same time carrying out a broad range of services of benefit to the community and in a variety of community settings.

**Purpose of the Job:**

The role of the Team Leader will include the following:

* The identification of work placements in community organisations and settings
* Administration of the Tús scheme
* The supervision of an agreed caseload of participants
* Maintaining appropriate records in both written and computerised formats
* Supervision of compliance with health and safety requirements
* Monitoring work schedules and attaining targets.
* Ensure participants have the required health and safety and any other relevant training required for their placement.
* Assist in the management of the expectations of the participant and the placement provider.
* Work with host organisations on all aspects of Tús
* Other duties required for the orderly operation of Tús.

**Applicants must have:**

* Good Standard of Education
* Experience in community development or related field
* Ability to work as part of a team.
* Proven ability to manage staff,
* Good, interpersonal skills and ICT skills
* Full & Clean Driver’s Licence (must have own transport).

**Conditions of Work**

* Team Leaders will be required to work 39 hours a week.
* A probationary period of six months will apply.
* Initial contract will be for a one-year period and may be renewed subject to satisfactory performance and the continued funding of Tús.
* The successful Team Leaders will be based either in Clondalkin or Tallaght and is subject to change.

**Application Process**

**Email Applications**

Email your CV and Application Letter to [jobs@sdcpartnership.ie](mailto:jobs@sdcpartnership.ie) – subject box to be marked **Tús Team Leader post.**

**Postal Applications**

Please submit three copies of your detailed application form, full and an up-to-date CV and detailed cover letter (no more than 1 page) marked Tús Team Leaders to Administration & Operation Department, Unit D1, Nangor Road Business Park, Nangor Road, Dublin 12.

Please note that no correspondence will be entered, referees on request.

**Closing date for receipt of applications is 12.00 noon 30th April 2021.**

**SELECTION PROCESS**

All applications will be considered and a short list of applicants will be called for interview.

South Dublin Partnership is an equal opportunities employer.