



Applications are invited for the position of:

## Tús Supervisor

Monaghan Integrated Development CLG is the Local Development Company for Co Monaghan and we provide rural development, community development and social inclusion supports for the county. We deliver a range of community, economic and labour market programmes which support growth and opportunities for individuals, communities and enterprises through capital grants, technical assistance, guidance, mentoring, capacity building, training and developmental supports.

### The Position:

Monaghan Integrated Development as the Local Development Company for County Monaghan has responsibility for delivering the “Tús – Community Work Placement” initiative in the county. Tús provides 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.

### The role will involve:

- The identification of work placement opportunities in community organisations and settings
- Promotion and administration of the scheme
- The supervision of participants, including monitoring time and attendance
- Maintaining appropriate records in both written and computerised formats
- Ensuring supervision and compliance with health and safety requirements
- Setting, managing and monitoring work schedules and attaining targets
- Delivery on work-specific training eg. Health & Safety
- Interviewing potential participants to be matched to a suitable work placement
- Managing the output of the participants to match the expectations of the community groups
- Supporting community groups to develop while engaging with the Tús Programme
- Other duties required for the orderly operation of Tús as decided by the Implementing body

### Key Requirements for the Role:

#### Candidates should have

- A good standard of education
- Previous management/supervisory experience
- Knowledge/experience of community development activities
- Ability to relate to and support participants
- Good communication and inter-personal skills
- Computer literacy and ability to work as part of a team
- Ability to work on own initiative and to organise and deliver on detailed work-plans
- As the role will require some travel, own car and a full driver’s licence, will also be required.

**Please note that Garda Clearance will be required for this position.**

For a detailed Job Description and salary details for the **Tús Supervisor** position please see [www.midl.ie](http://www.midl.ie) or contact 042 9749500. The selection criteria are based on the information provided in the advertisement and the Job Description. Assessment of applications will take account of information provided in the application and shortlisting may apply.

A panel of suitable candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfill the conditions of the selection process may within the life of the panel, be considered for subsequent approved vacancies. Applications for this exciting position are invited to forward CV and cover letter to the CEO, Monaghan Integrated Development CLG, Monaghan Rd, Castleblayney, Co Monaghan, A75 HR59, or by e-mail [info@midl.ie](mailto:info@midl.ie)

**Closing date for applications: 5 p.m. Thursday 07<sup>th</sup> October 2021**

*Monaghan Integrated Development CLG is an equal opportunity employer*

