



Title	Tús Team Leader
Status	One-year initial fixed term contract
Location	Dublin 8 / Dublin 10
Reporting to	Designate of the CEO
Salary	DSP ¹ Tús Team Leader Scale Starting point €31,005
Note:	This post is Full-time 39 hours per week

Role Description

Role Purpose – The Tús Team Leader is required to work as part of an established Tús team implementing objectives and actions set out in the Tús Jobs Placement programme. The successful candidate will also be required to work alongside the BCP staff team. This is a front-line role.

Duties of the Role - The role of the Tús Team Leader is to support clients and host organisations with the Tús Work placement programme. The role will involve the following duties:

Clients

- Facilitate and manage the recruitment of participants for the programme through referrals from the Department of Social Protection, self-referrals and internal BCP referrals
- Conduct interviews with new clients referred to the Tús Programme.
- Secure suitable work placement for participants that reflect the individual’s suitability and compatibility with consideration to skills development and long-term opportunities and prospects
- Manage and process participant’s documentation including applications, assessments, start-up forms, weekly and those exiting their Tús work programme.
- Ensure all Participants details are processed correctly for all their social welfare entitlements including secondary entitlements such as fuel allowance, medical cards, budget increases and changes of circumstances
- Participate in operational meetings
- Support and mentor participants
- Deal with any queries, disciplinary or grievance issues should they arise
- Source suitable vacancies that reflect the skills of the client, their needs, situation, or circumstances

¹ Department of Social Protection

Administration

- Operate and maintain a weekly payroll for caseload
- Compile progress and operational reports on recruitment updates, new host organisation and personnel records
- Maintenance of Participant personnel records
- Ensure confidentiality and integrity are maintained in the Tús Team Leader-client relationship.
- Ensure all Tús engagement documentation is signed and recorded by Host organisations and BCP
- Ensure all paperwork relevant to the programme is compliant to the contractual obligations of the department.
- Undertake other duties and responsibilities as may be assigned

Health & Safety

- Ensure all participants have completed their Manual Handling training prior to commencing their employment placement and ensure records are updated accordingly
- Ensure that all tasks in the workplace by participants operate within the terms of the BCP's insurance policies
- Report and record all Health & Safety incidents to the Employment Services Manager
- Issue all Personal and Protective equipment relevant to their vacancy
- Ensure that all Tús work placement programme participants follow all relevant employment and health and safety workplace legislation.

Stakeholder Relationships

- Establish, develop, and maintain relationships with stakeholders within local community and voluntary organisations
- Assist the Host organisations in securing suitable participants for their job vacancies
- Liaise with Host organisations in securing interviews for vacancies, follow up calls, supporting the transition of a newly engaged participant.
- Sourcing new Host opportunities amongst local voluntary and community groups
- Work and maintain a professional relationship with the Department of Social Protection and Pobal

Person Specification

Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to BCP's ethos and vision and ideally have the skills and attributes as detailed below.

Qualifications

The Tús Team Leader will be able to demonstrate practical experience of employment issues affecting individuals and communities. A relevant level 7 qualification and at least 1 years' experience in a similar or equivalent type of role is a desirable requirement.

Skills & Competencies

Essential

- Minimum of 1 years' experience working in a relevant professional field
- Experience in working with clients in a one-to-one setting
- Computer literate in dealing with standard MS word and data processing, spreadsheet and communication packages
- Excellent written and verbal communication skills
- Excellent organisational and administration skills
- Understand and commit to the Tús Work placement programme objectives

Desirable:

- Experience of working directly with adults in an employment related environment
- Knowledge of labour market trends and opportunities
- Knowledge of recruitment process
- Experience in working with unemployed
- Experience of establishing contact and developing relationships with key stake holders
- Knowledge and understanding of supports required to assist unemployed individuals into new opportunities

Personal Qualities:

- Empathetic to the needs of those most distanced from the labour market
- The ability to work as part of a team and sensitively with individuals
- Flexible, creative with the ability to see new opportunities for clients
- Able to work self-directed and on your initiative
- Fair, impartial and open to new ideas and information
- Appreciative of the challenges around social, economic and environmental issues currently affecting clients