**Head of Employment Supports**

**Job Description**

This post will have direct responsibility for the following programmes within Galway City Partnership Local Area Employment Service, SICAP Employment and Enterprise Supports, TUS, Inclusive Pathways to Employment and any future employment based projects.

**Key Responsibilities**

* Direct responsibility for the development, strategic and operational management of the employment programmes of GCP operating in Galway City and County.
* Overseeing financial, HR, Health & Safety, GDPR, Governance and reporting matters in line with best practice, ensuring compliance with legal and regulatory requirements.
* To co-ordinate the annual planning process for SICAP, TUS and Pathways to Employment
* To co-ordinate and organise the drafting of mid-year, and end of year reports, contribute to the development of case studies for all programmes, together with tender bids and funding applications
* To co-ordinate the Goal 2 Employment Supports elements of the next iteration of SICAP and prepare as required elements for the tender including engaging in consultation, collation of needs and identification and development of potential actions and models of best practice
* To anticipate and identify opportunities and develop innovative project ideas, proposals and applications for complementary funding for new programmes
* Identifying the issues and barriers preventing or impacting on engagement in rural areas and develop solutions to help increase engagement and participation

**Operational Management:**

* With the support of the Programme teams, overseeing the activities and ensuring day-to-day operations consistent with company ethos, values, and performance indicators, to ensure a smoothly functioning and efficient service.
* Engage in frequent liaison with funders, agencies, clients, potential clients and communities to support the development of the programmes
* Initiating and formulating policies, reports and plans in partnership with the CEO and Head of Finance for adoption by the board.
* Ensuring that the plans and objectives of the programmes build on existing work, are in line with the community development ethos of GCP, are current with regard to best practice and are kept under review and evaluation
* Creating positive links and liaising with DSP, DRCD and any other relevant officials at local, regional and national level.
* Prepare for financial audits and support the maintenance the Quality Mark system currently in place
* Reporting to Board, Operational Committee, CEO, LCDC, LAES sub committees, funders, stakeholders and any other committees as required
* Keep all records both paper and electronic in order in line with funders requirements and ready for audit.

**Representation and Communication:**

* Communicating the ethos, values and integrated community development approach of all the Employment Support Programmes of Galway City Partnership to our stakeholders.
* Where required and appropriate represent and promote the Galway City Partnership Employment Support Programmes on appropriate city, county, regional and national fora working to affect change.
* Promote the work of the Galway City Partnership Employment Support Programmes across all the company’s social media channels, website and in more traditional media.
* Ensure that all appropriate logos are in place across all communication and documentation.

**Financial and Performance Management:**

* Oversight responsibility for the financial activities of the LAES, SICAP Goal 2 Employment supports, TUS and Pathways to Employment, together with any future employment support programmes in the Company.
* Provide regular financial reporting to the funders and to the GCP Board in conjunction with the LAES Project Lead, Administration team and CEO.
* In conjunction with the administrative team overseeing systems of internal controls to ensure financial compliance and robust procurement and risk management processes.
* Ensuring that annual targets, budgets and key performance indicators are met across the LAES, SICAP Goal 2 Employment supports, TUS and Pathways to Employment.
* To organise and carry out monitoring of the programmes delivery including financial, performance management including; BOMI, IRIS, One view ( and any other systems that may be introduced by funders)
* To engage in research and evaluation as necessary to support the programmes and secure additional funding

**Staff and Organisational Development:**

* Providing on-going leadership, mentoring and development to all staff under the brief and ensure staff are aware and espouse the community development ethos and values of the company.
* Supporting and mentoring staff to enable optimum performance, including support with caseload management
* To support and encourage linkages amongst all employment services across the company and to contribute to integration and collaboration amongst the teams and programmes.

**NOTE**

The above job description is not intended to be a comprehensive list of all duties involved and, consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and may be asked to contribute to the development of the post while in office. All duties are to be carried out in accordance with the agreed policies and procedures of Galway City Partnership.

**Qualifications, Experience and Skills**

**Essential**

* Educated to degree or post graduate level in Business Studies, Commerce, or Accountancy, **and**

Minimum 3 years previous experience of working in the local or community development sector or a comparable sector, with a detailed understanding of this sector in Ireland.

* Minimum 3 years’ co-ordination or management experience in a similar sized organisation, demonstrating excellent leadership qualities and management skills.
* Proven track record in establishing and developing new services, together with planning and implementing services.
* Experience of working with payment by result budgets and a demonstrated understanding of financial management.

**Desirable**

* Experience of leading, implementing and managing change in an organisation.
* Experience of working with marginalised groups, with a good understanding of the needs of the long term unemployed and the issues impacting those living in urban and rural areas would be desirable.
* A working knowledge of the Local Area Employment Service, SICAP and TUS
* A full clean driving licence and use of a vehicle.
* **Skills**
* Leadership, interpersonal, influencing, analytical and networking.
* Excellent communication, negotiation, judgement, problem solving and decision-making.
* Ability and strong track record of working on own initiative and as part of a team.
* Ability to maintain professional boundaries with all staff, clients, and agencies.
* Ability to stay calm under pressure and use own initiative, approachable and open to alternative views.
* Ability to prioritise work and meet deadlines.
* Well-developed communications and IT skills.

**Terms & Conditions of Employment**

• Salary - Salary is commensurate with qualifications and experience, based on Manager’s Salary Scale.

• Duration of Contract - The contract is for a full-time position, fixed term to August 2026 This may be reviewed with the intention of extension subject to satisfactory performance and the continued funding of for the LAES.

• Probation - A probation period of six months will apply.

• Working Schedule/ Hours – 35 hours per week Monday to Friday. Please note that some evening work may be required outside of these hours. The Company offers Time Off in Lieu (TOIL) for additional hours worked outside normal working hours.

• Annual Leave - Annual leave will be 27.5 days per annum.

• Travel & Subsistence - Travel and subsistence will be paid at public sector rates.

• Location of the position - The role is based in Galway City Partnership Offices, 3 The Plaza, Headford Road, Galway City, or another outreach office.

**Selection Process**

Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description and person specification.

**How to apply**: Please submit your Curriculum Vitae and cover letter to recruitment@gcp.ie

Please put YOUR NAME in the subject line together with the post you are applying for.

**Closing date for receipt of applications is** 1 pm on 22nd May 2023.

Short listing will apply; Interviews will take place on 30th May 2023 (subject to change).

A panel may be formed from which future vacancies may be filled. Satisfactory references will be required.

Galway City Partnership is an Equal Opportunities Employer.





 