



*Invites applications for the full-time post of*

## **Tús SUPERVISOR**

**with special responsibility for Administration**

Roscommon LEADER Partnership is an organisation that brings together key development projects including rural enterprise, development and social inclusion that work for the betterment of the people of Co. Roscommon.

Tús is a community work placement scheme which provides short-term work opportunities for unemployed people. Tús works with not-for-profit groups and organisations providing supports and assisting them in delivering services within local communities.

The person appointed will support RLP in delivering the Tús scheme in Co. Roscommon. They will work as part of the Tús team supervising participants and will report directly to the Tús Lead Supervisor. The successful candidate will be expected to work on a variety of project areas.

### **The role will involve:**

- The Supervisor will have special responsibility for the Administration of the Tus Scheme
- The identification of work placements in community organisations and settings
- The recruitment of Tús Participants
- Carrying out Risk Assessments and compiling Safety Statements
- Promotion and administration of the scheme
- The supervision of participants, including monitoring time and attendance
- Maintaining appropriate records in both written and computerised formats
- Supervision of compliance with health and safety requirements
- Setting, managing and monitoring work schedules and attaining targets
- Delivery on work-specific training
- Managing the output of the participants to match the expectations of the communities
- Other duties required for the orderly operation of Tús

### **Conditions of Work:**

- This is a **FULL-TIME POSITION**; Supervisors will be required to work 39 hours a week
- A probationary period of at least six months will apply
- Initial contract will be for a twelve-month period and can be renewed subject to satisfactory performance and the continued funding of Tús
- Travel expenses will be paid where appropriate

## **Requirements criteria:**

### **Eligibility Criteria:**

- Minimum of a nationally recognised third level qualification (Level 6 or higher on the national framework of qualifications)
- Previous management/supervisory experience – at minimum at least two years in one single time period of work experience
- Demonstrate a high level of computer literacy in terms of both work application and qualifications, a combination of both to a high level is a minimum requirement
- Excellent IT skills including MS Word, Excel and MS Office is a minimum requirement
- Relevant Health and Safety qualification/certification
- Demonstrate community development work experience and knowledge and ability to work with communities to realise projects from concepts in plans to actual projects delivered
- Demonstrate ability to recruit, relate to and support participants
- Full driver's licence with access to transport at all times during the working week

### **Desirable:**

- Knowledge and experience of general maintenance
- Good communication and inter-personal skills
- Ability to work as part of a team

**Salary:** per current salary scale

**Working hours:** 39 hours per week

For further information contact [recruitment@ridc.ie](mailto:recruitment@ridc.ie)

To apply for the position, please submit your CV and letter of application to: [recruitment@ridc.ie](mailto:recruitment@ridc.ie) clearly stating which position you are applying for.

**Closing date for receipt of applications is 5 pm, Wednesday 24<sup>th</sup> May 2023**

Short listing will apply. A panel may be formed from which future temporary and permanent vacancies may be filled. Satisfactory references and Garda vetting will be required.

Roscommon LEADER Partnership is an Equal Opportunities Employer



Rialtas na hÉireann  
Government of Ireland



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government supporting communities



An Roinn Coimírce Sóisialaí  
Department of Social Protection

