

**Job Description**

Community Employment Programme Supervisor – *Childcare Training and Development Programme*

**Employer:**

**PAUL Partnership Limerick CLG** is an organisation made up of communities, state agencies, social partners, voluntary groups and elected representatives. It works with communities that have benefited least from economic and social development and aims to promote social inclusion and improve the quality of life of people living in communities in Limerick City.

PAUL Partnership manages the Community Employment (CE) Childcare Training and Development Programme on behalf of the Department of Social Protection. The Programme is aimed at people interested in pursuing a career in childcare. It provides participants with the opportunity to gain a QQI Level 5 or 6 qualification in childcare whilst also gaining practical experience working in a childcare setting.

**Job Title:** Community Employment Programme Supervisor – Childcare

**Reports To:** Co-ordinator – Social Programmes

**Funded by:** This position is 100% funded by the Department of Social Protection

**Overall purpose of the job:**

To coordinate the implementation of the Scheme in accordance with PAUL’s contract with the DSP. A core aspect of the role is to support and coach CE participants towards gaining the skills, competencies and qualifications in preparation for employment.

**Specific Responsibilities:**

**Scheme Management**

* Co-ordinate the recruitment of CE participants in accordance with the Department’s CE recruitment and referral processes.
* Plan and co-ordinate the approved work schedules and ensure annual contracts of employment are in place for all participants.
* Communicate effectively with all participants on the scheme using individual formal and informal 'one-to-one' meetings.
* Ensure work placements on scheme are in line with CE application.
* Supervise, schedule and manage participants.
* Ensure the CE scheme is compliant with financial, programme and training monitoring requirements as detailed in the CE Operating Procedures.
* Work with Participants and Host Service Providers to ensure that Participants have a safe and healthy work environment
* Maintain a positive working relationship with Host Service Managers.
* Co-operate with Departmental monitoring visits.
* Fully participate in training and development opportunities provided by the Sponsor and by the Department as required for the post.
* Report to Sponsoring Committee regularly.
* Carry out all functions relevant to the position of CE Supervisor as indicated by Sponsor Committee.

**Training and Development**

* Carry out an identification of learner needs with individual participants as required, as part of the Individual Learner Plan process.
* Identify training needs and source and co-ordinate cost effective training/development opportunities in line with Department procurement guidelines.
* Prepare an Individual Learning Plan (ILP) for each Participant and enter on Welfare Partners in accordance with CE procedures.
* Ensure access to recognised qualifications for participants, with a focus on the achievement of relevant qualifications including Major Awards on the National Framework of Qualifications (NFQ) or industry related standards.
* Maintain and update training records for each participant on the project on Welfare Partners as part of their Individual Learner Plans.
* Report on ILP developments to Sponsoring Committee
* Implement job search activities with participants.
* Liaise with employers to promote progression to work and work with other support organisations as needed.
* Develop an exit plan with each participant.
* Carry out intensive Job Search activities as part of exit planning
* Follow-up and report on participants for up to 4 months on exit from CE.
* Maintain evidence of engagement with local Employers
* Maintain an up to date database of Employers

**Person Specification:**

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|  | **Essential** | **Desirable** |
| **Knowledge** |  |  |
| * Have a solid understanding of the role of the CE Supervisor as it pertains to project management and programme delivery.
* NFQ Level 6 or Higher in related discipline e.g. People Management, childcare, social care disciplines
* Understanding of how community-based childcare is delivered
* Knowledge of Childcare Qualifications and Awards
* IT Literate
 | **X****X****X** | **X****X** |
| **Experience** |  |  |
| * 3 Years previous experience of staff supervision
* Management and Administration Experience
* Experience of working with and managing people from disadvantaged areas or who are distanced from the labour market
* Previous experience in the Community and Voluntary Sector
 | **X****X****X** | **X** |
| **Skills** |  |  |
| * Effective communication skills, including IT skills
* Competent report writing skills
* Capable of directing, motivating, coaching and mentoring jobseekers.
 | **X****X****X** |  |
| **Attributes** |  |  |
| * Responsibility, commitment and motivation to implement the CE ethos
* Car Owner with full driver’s licence
 | **X****X** |  |

**Closing date** for receipt of completed application forms is **5pm Thursday 3rd August.**

Only electronic application forms will be accepted. Completed application forms by e-mail to recruitment@paulpartnership.ie

**Appendix 1 Additional Information**

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| **Tenure** | The contract is subject to funding from the Department of Social Protection |
| **Working Week** | The standard working week is: Monday to Friday **8.30 am** to **5 pm** with **half hour lunch**. This is a full-time contract (**39 hours per week** as specified by theDepartment of Employment Affairs and Social Protection).Options for hybrid working may be available. |
| **Salary** | You will be paid a gross salary of **€658.80 per week**, **Point 1** **of the Department of Social Protection, CE Supervisor salary scale** This salary is as specified by the Department of Social Protection for a Community Employment Project Supervisor with 15+ Participants.  |
| **Retirement Age** | PAUL Partnership Limerick staff members must retire on the last working day prior to the birthday on which they reach State Pension Age.  |
| **Annual Leave** | The holiday entitlement for this position is **4 working weeks** (as specified by the Department of Social Protection) for each full year worked plus statutory public holidays, subject to the provisions of the Organisation of Working Time Act 1997. |
| **Probation** | A probation period of 6 months will apply |
| **Garda Vetting** | This position requires Garda Vetting |
| **Other** | Candidates may be placed on a panel for future positions within PAUL Partnership.Canvassing will disqualify. |

 

   

***The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021-2027.***