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| **Job Title** | **Tús Team Leader** |
| **Employer** | South Tipperary Development CLG (STDC) |
| **Reporting Relationship** | Social Inclusion Programme Manager |
| **Location of Post** | Tipperary town / Cashel / Cahir Municipal District area |
| **Closing Date for Applications** | 5 p.m. Friday February 28th 2025 |
| **Contract** | 39 hours per week  Contract initially a 6 month contract |
| **Benefits offered by STDC** | **Salary:** In line with Pobal Tús payscale  **Travel expenses:** Travel expenses are reimbursed at public service rates.  **Annual Leave:** 20 days in a calendar year  **Pension:** As per regulatory guidelines  **Organisation Culture:** Positive working environment and proactive approach to professional development, reflective practice and supervision.  **Training & Development:** Opportunities to access training relevant to the role. |

South Tipperary Development Company (STDC) is a Community Led Local Development Company based in Cahir, Co. Tipperary. It is a not-for-profit registered charity and is overseen by a voluntary board of directors.

STDC is dedicated to creating positive change in our communities. Our work supports social inclusion, rural development, employment, enterprise and Just Transition across South Tipperary. Our key priorities as set out in our Strategic Plan are to: Strengthen Communities; Empower People; Protect the Environment; Work in partnership and Collaboration with relevant stakeholders and to adopt innovative approaches to our work which will enable us to improve, grow and diversify the services we deliver. Programmes currently delivered by STDC include:

* Tús – Labour Market Activation Programme
* Social Inclusion & Community Activation Programme (SICAP)
* Local Area Employment Services
* Rural Social Scheme
* Traveller Primary Health Care Programme
* LEADER Rural Development Programme
* Outdoor Recreation & Walks Scheme

The Tús initiative is a community work placement scheme providing short-term working opportunities for unemployed people. The work opportunities are to benefit the community and are provided by community and voluntary organisations the designated area within South Tipperary.

**Role Specification**

South Tipperary Development CLG (STDC) is recruiting a Tús Team Leader on a six month contract basis. The successful candidate will supervise a team of up to 25 Tús participants and will oversee the daily operations of the Tús Programme, ensuring effective supervision of participants and the successful delivery of community projects. This role involves promoting the scheme, managing participant activities, and liaising with community groups to identify suitable work placements.

**Main duties / Responsibilities**

* Manage and support up to 25 Tús participants, overseeing their recruitment, work performance and attendance.
* Identify and manage appropriate work placements that will enable participants to contribute to their communities, support their personal development and build their confidence so they can enhance their ability to progress into employment.
* Work with participants to identify barriers/disincentives affecting their ability to progress into employment and support them to address such issues, including agreement on action plans.
* Manage the recruitment of participants, including the processing of self-referrals from individuals and/or referrals from the local Intreo/Department of Social Protection office, ensuring participant eligibility for the programme and maintaining all relevant paperwork/files as required.
* Conduct participant inductions, ensuring understanding of internal policies, codes of behaviour, grievance policies, absence policies etc.
* Supervise participants, in collaboration with the group/organisation where they have been placed, ensuring that their placement runs smoothly and intervening where necessary to address any performance or behaviour issues.
* Provide or coordinate the delivery of task-specific training to participants. Ensure a strong focus on health and safety related training, in particular, for roles that involve the use of machinery, tools or physical labour, by ensuring timely delivery of Health and Safety, First Aid and Manual Handling training as and where required.
* Maintain written and electronic records and ensure timely processing of participant documentation, including, but not limited to, participant referral reports, profile records and timesheets.
* Provision of regular updates on programme performance and activities to management, or any other relevant body as requested.
* Promote the positive benefits of the Tús programme at every opportunity and always support the STDC ethos of empowering individuals and communities. - Internal Networking:
* Collaborate with colleagues to identify opportunities for participant referrals between the various services and programmes administered by STDC

**Person Specification Qualifications & Experience:**

* Supervisory experience in a similar role
* Be self-motivated with the skill to motivate others
* Good communication & interpersonal skills
* Ability to motivate, guide, and relate to participants that have been long term unemployed, providing a supportive and empathetic environment to aid their personal development
* Experience of working in the Community & Voluntary sector and the knowledge and ability to work with communities to identify projects from initial planning to actual projects delivered
* Excellent IT skills to include competency in Microsoft Word, Excel and Outlook and CRM systems
* Demonstrated ability to work as part of a team
* Ability to write and present reports as required by management and/ or funders
* Full clean driver’s licence and access to own transport

**Application Details**

Applications by email with CV and cover letter outlining your suitability for the post and by email **ONLY** to [recruitment@stdc.ie](mailto:recruitment@stdc.ie)

**Closing date for receipt of applications is Friday 28th February at 5 pm to the email address above only.**

Shortlisting may apply. Garda Vetting may apply.

STDC is an equal opportunities employer

Dates for interviews for this post have been provisionally set for **10th/11th March 2025**.

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