

# Tipperary County Council

## Community Employment

### Assistant Supervisor

### Job Specification

Tipperary County Council has supported Community Employment Schemes since their introduction in 1985, in partnership with the Department of Social Protection. The Scheme sponsored by the Roads Directorate operates over various locations including the towns and environs of Cahir, Cashel, Clonmel and Tipperary Town and the communities of Boherlahan, Clonoulty/Clogher, Holycross, Kilsheelan and Rosegreen with approval for 30 N<sup>o</sup> participants.

The Community Employment Scheme involves a range of activities including:

- Horticultural, landscaping and environmental improvement projects
- Maintenance works in parks, towns, and cemeteries
- Environmental work/Driver duties.

Emphasis is placed on providing valuable employment experience and training for participants. All participants benefit from mandatory Health and Safety training which is a transferable skill, required in similar work places. After achieving mandatory training, participants follow on with job related or skill specific courses. The Tipperary community benefits by having cleaner towns, the improvement of amenities and landscaping of areas. Participants gain in skills, confidence and self-esteem that enable them to work as part of a team within their own community. Many of the participants on the scheme have secured employment either during or directly after their involvement with Community Employment.

The Assistant Supervisor position will be based in Cashel and the scheme area incorporates Cashel and Clonmel Districts.

**Job Title:** Assistant Supervisor – Community Employment

**Reporting to:** Supervisor – Community Employment

**Function:** To assist in ensuring the effective and efficient administration and co-ordination of the human, financial and material resources of the project.

**Wages:** Commencing at €582.54 per week on a 3-point scale

**Annual Leave:** 20 days.

### **Key Result Areas**

#### **Administration**

- Business administration of the project as directed by the Sponsor;
- Preparation of financial returns i.e. wages claims, materials claim, and Participant Development Grant claims as deemed appropriate;
- Maintenance and provision of all recording/tracking systems as may be required by the Supervisor, the Sponsor and/or DSP, e.g. attendance and absence records, follow-up and progression.

#### **Training and Development Provision**

- Fully participate in training provided by the Sponsor and the DSP;
- Assist the CE Supervisor in sourcing and costing effective training/development opportunities to meet the training needs identified in participants Individual Learning Plans (ILPs).

#### **Human Resources**

- Provide effective supervisory cover in the absence of the CE Supervisor as directed by the Sponsor, if qualified for the post;
- Assist in planning and co-ordinating the agreed/approved work schedules for participants;
- Carry out all functions relevant to the position of CE Assistant Supervisor as directed by the Sponsor.

#### **Financial Monitoring and Programme and Training Monitoring**

- Ensuring the CE scheme is compliant with financial and programme and training monitoring requirements as detailed in the relevant CE procedures.

Tipperary County Council  
Community Employment  
Assistant Supervisor  
Personal Specification

**Job Title:** Assistant Supervisor – Community Employment

**Essential:**

- **Knowledge of Post**
  - Have a reasonable knowledge and understanding of the role of the CE Assistant Supervisor in terms of the administration and day to day running of a CE Scheme.
  
- **Work Experience**
  - Previous experience in office administration, financial management, computerised accounts and payroll is essential
  - Skills in MS Office or computerised accounts packages
  - Skills relevant to people management through previous work experience.
  
- **Interpersonal Skills**
  - Good communication skills
  - Competent writing and reporting skills
  - Ability to work effectively in a team environment and ability to prioritise tasks.