



### Community Employment Supervisor

<b>Job Title:</b>	Community Employment Supervisor
<b>Reports to:</b>	HR Manager
<b>Job Location:</b>	GSC office, 18 Tuam Road Centre, Tuam Road, Galway
<b>Contract Details:</b>	Specific Purpose Contract - Commensurate with funding from DSP
<b>Salary Details:</b>	TBC - In accordance with DSP guidelines
<b>Job Purpose:</b>	<p>Galway Simon Community is the Sponsor of a Community Employment Scheme. Participants on the Scheme are employed by Galway Simon Community and work with Galway Simon Community, The Galway Society for the Prevention of Cruelty to Animals and The Galway Rape Crisis Centre.</p> <p>The Community Employment Supervisor will ensure the effective and efficient direction of the human, financial and material resources of the Community Employment Programme. Thereby ensuring that the programme is being run in accordance with all DSP guidelines and is of maximum benefit to both participants and the organisation.</p>
<b>Main duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ To develop a mutual understanding with staff in relation to their needs and backgrounds e.g. re-entry into to full time or part time work opportunities, re-entry into further education and to develop a progression path for each participant</li> <li>▪ The provision of an efficient and effective computerised financial and accounting system in line with sound accounting procedures and conventions</li> <li>▪ To ensure that all participants are fully engaged with the programme and thereby achieving a high rate of re-entry to the workforce or progression to further education</li> <li>▪ The preparation of financial returns i.e. wages claims, material claims and Staff Development Grant claims</li> <li>▪ Administration of computerised systems controlling cheque payments, debtors, creditors, payroll, bank account and PRSI returns</li> <li>▪ Ensure payment of Allowances and submission of claim forms to DSP</li> <li>▪ Liaison with DSP office</li> <li>▪ The maintenance of an effective computerised time</li> </ul>

	<p>keeping record system</p> <ul style="list-style-type: none"> <li>▪ Coordinate and manage the recruitment of all CE participants in a timely and efficient</li> <li>▪ To fully participate in the Supervisor Development Programme</li> <li>▪ To develop and submit a Staff Development Training Plan to DSP in a timely manner</li> <li>▪ To implement the training and development opportunities which have been approved by DSP</li> <li>▪ To maintain the computerised Individual Learner System Plan (ILP)</li> <li>▪ To maintain training records of each person on the project</li> <li>▪ To monitor and evaluate training inputs</li> <li>▪ To plan and coordinate the agreed work schedule</li> <li>▪ To communicate effectively with all individuals on the project using Team Meetings and individual formal and informal one-to-one meetings</li> <li>▪ Ensure that the work areas meet appropriate housekeeping standards and provide a safe and healthy environment for staff in terms of facilities and work practices</li> <li>▪ To deal with all disciplinary matters in relation to staff in conjunction with the relevant line managers</li> <li>▪ Supervision, scheduling and management of staff to ensure the best returns to Galway Simon Community</li> <li>▪ Carry out any other function as indicated by Galway Simon Community</li> <li>▪ Deal with Day to day HR queries from employees and managers</li> </ul>
<p><b>Person specification:</b></p>	<p><b>Qualifications, Skills and Experience:</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Third Level Qualification in Human Resource Management, Business or other relevant area</li> <li>▪ Minimum of 3 years supervisory experience</li> <li>▪ Proven track record of managing and motivating a team of employees</li> <li>▪ Excellent report writing skills</li> <li>▪ Excellent Knowledge of employment legislation</li> <li>▪ Advanced Microsoft office, Word, Excel and Powerpoint</li> <li>▪ Experience of working with a HR database/system</li> <li>▪ Strong self-discipline and a structured approach to work</li> <li>▪ Confident and conscientious with excellent communication skills</li> <li>▪ Display responsibility, commitment and motivation to implement the spirit of Community Employment and uphold the values and ethos of Galway Simon Community.</li> <li>▪ Good organisational ability, a self-reliant, self-starter who has the ability to work as part of a team</li> <li>▪ Extensive experience in the management of a training</li> </ul>

	<p>function and a thorough understanding of the concepts of professional learning and development</p> <ul style="list-style-type: none"> <li>▪ Career planning/coaching experience</li> <li>▪ Full driving licence and own car necessary for this role</li> <li>▪ Experience of management of end to end recruitment process</li> <li>▪ Experience in the management of Health and Safety function.</li> <li>▪ Payroll management experience</li> <li>▪ Bookeeping/Accountancy system experience</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Level 8 degree/post graduate qualification in a relevant discipline</li> <li>▪ Previous group facilitation skills</li> <li>▪ Recognised mediation qualification</li> </ul>
<b>To apply:</b>	<p>All applications must be submitted on the Galway Simon Community application form which is available through our website at <a href="http://www.galwaysimon.ie">www.galwaysimon.ie</a></p> <p>Applications must be submitted to email: <a href="mailto:jobs@galwaysimon.ie">jobs@galwaysimon.ie</a> or by post to Sinead Molloy, HR Manager, Galway Simon Community, 18 Tuam Road Centre, Tuam Road, Galway, by 5pm on the closing date 27<sup>th</sup> January 2017.</p> <p>Interviews will take place the week of 6<sup>th</sup> February 2017</p>
<p>All job offers will be subject to satisfactory pre-employment medical checks and Garda vetting.</p>	
<p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	