

QUALIFICATIONS FOR THE POST OF
ASSISTANT SUPERVISOR COMMUNITY EMPLOYMENT SCHEME

Wexford County Council requires an Assistant Supervisor Community Employment Scheme to administer the work associated with the Community Employment Programme run by Wexford County Council. The successful candidate will assist in the development and delivery of a range of services and training to all participants in Wexford South.

Job Title – Assistant Supervisor – Community Employment Scheme.

Wexford County Council Community Employment Scheme

This will be on a 12-month rolling contract, subject to advance approval of the Department of Social Protection (DSP), covering Wexford County South, based in the Community Centre, Woodbine Close, New Ross.

ESSENTIAL

Each candidate must have on the latest date for receipt of completed applications forms: -

- **Work Experience**
 - **Minimum of 1 year work experience required.**
 - Previous experience in office administration and payroll preparation.
 - Skills in MS Office, Excel & Word or equivalent are essential.
 - Skills relevant to people management through previous work experience.
- **Knowledge of Post**
 - Have a reasonable knowledge and understanding of the role of the Assistant Supervisor Community Employment Scheme in terms of the administration involved in the day-to-day running of the Community Employment Scheme.
- **Interpersonal Skills**
 - Must have good communication and interpersonal skills.
 - Competent writing and reporting skills.
 - Ability to work effectively in a team environment and ability to prioritise tasks.
- **Driving Licence**
 - Hold a full clean driving licence and have access to his/her own vehicle.

WEXFORD COUNTY COUNCIL
JOB SPECIFICATION FOR THE POST OF
ASSISTANT SUPERVISOR COMMUNITY EMPLOYMENT SCHEME

Title: Assistant Supervisor – Community Employment (CE) Scheme

Reporting to: Supervisor – CE Scheme Wexford South

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

Initial Assignment: Will be, Wexford CE Scheme (South) based at:
The Community Centre, Woodbine Close, New Ross, Co Wexford.

KEY DUTIES

Administration

- Assist in the business administration of the project as directed by the Sponsor
- Assist in processing of participant time sheets
- Assist in the 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 on progression.

Training & Development

- 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

- To provide effective supervisor cover in the absence of the CE Supervisor as directed by the Sponsor, if qualified for the post.
- To assist in the planning and co-ordinating the agreed/approved work schedules for participants.
- Carry out all functions relevant to the position of Assistant Supervisor Community Employment Scheme as directed by the Supervisor and by the Sponsor.

Financial Monitoring and Programme and Training Monitoring

- Assist in ensuring the CE scheme is compliant with financial and Programme and training monitoring requirements as detailed in the relevant CE procedures.

WEEKLY REMUNERATION:

Weekly remuneration: €559.92 - €606.51 pw

- Working hours will be based on a total of 39 hours per week, in accordance with the Organisation of Working Time Act, 1997.
- A 6-month probationary period is required.
- Annual Leave will be 20 days per annum.

REPORTING

The Assistant Supervisor Community Employment Scheme shall report to Wexford County Council's (WCC) CE Scheme Supervisor for Wexford South.

RESPONSIBILITIES

The Assistant Supervisor Community Employment Scheme will be required to perform any duties which may be assigned from time to time as appropriate to the position and to undertake all legitimate requests of CE Scheme Supervisor and /or the DSP.

The employee must attend all Assistant Supervisor Community Employment Scheme training/briefings organised by WCC or DSP as part of their role.

RECRUITMENT:

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority,
- (ii) A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a short-listing procedure.
- (iii) A Panel may be formed on the basis of the interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

RESIDENCE:

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof, to enable his/her duties to be discharged in a satisfactory manner.

This competition is being run by Wexford County Council. For general queries, please contact the following:

Ronan Griffin
Recruitment Desk
HR Section
Wexford County Council
053 919 6378
E: recruitment@wexfordcoco.ie

Additional Relevant Information

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**
The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.