



An Roinn Coimirce Sóisialaí
Department of Social Protection



**SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG
TÚS SUPERVISOR (Killorglin/Mid Kerry Area)
JOB DESCRIPTION**

The “TÚS – Community Work Placement”, provides short-term quality and suitable working opportunities for people who are unemployed while at the same time carrying out a broad range of services of benefit to the community and in a variety of community settings.

THE ROLE WILL INVOLVE:

- The identification of work placements in community organisations and settings
- Promotion and administration of the scheme
- The supervision of participants, including monitoring time and attendance
- Maintaining appropriate records in both written and digital formats
- Supervision of compliance with health and safety requirements
- Setting, managing and monitoring work schedules and attaining targets
- Delivery on work-specific training
- Managing the output of the participants to match the expectations of the communities
- Working in co-operation with RSS and TÚS supervisors and SKDP staff
- Other duties required for the orderly operation of TÚS

CANDIDATE REQUIREMENTS:

- Previous supervisory experience desirable
- Demonstrate ability to relate to and support TÚS participants
- Ability to work as part of a team
- Computer literacy
- Knowledge of community & voluntary group activities and work
- A good standard of education
- Good communication and inter-personal skills
- Full driver’s licence and own transport
- Knowledge of general maintenance

POST LOCATION: The post will be work-based at the SKDP Office’s at Library Place, Killorglin, Co. Kerry.

EMPLOYMENT ADMINISTRATION AND RESPONSIBILITY: The payment of salary, travel & subsistence, and other matters relating to the financial administration of the post will be the responsibility of the South Kerry Development Partnership CLG.

REPORTING TO: The TÚS Supervisor will report directly to the RSS/TÚS Manager, Joseph McCrohan.

PARTICULARS OF EMPLOYMENT: The TÚS Supervisor will be employed by South Kerry Development Partnership CLG on a full time fixed term contract basis. The contract period will run for 12 months, subject to renewal thereafter on an annual basis dependent on ongoing funding.

South Kerry Development Partnership CLG acknowledges the assistance of the Department of Social Protection in supporting this post.

SALARY: The salary scale for the post is €32,574.41 to €36,891.26 per annum.

TRAVEL & SUBSISTENCE EXPENSES: Any travel undertaken by the TÚS Supervisor will be paid at approved Partnership rates.

SELECTION:

- i. Selection shall be by means of competition based interview.
- ii. A panel will be formed on the basis of such interview.
- iii. Candidates may be short-listed on the basis of relevant qualifications and experience as set out in their application. The candidates short-listed will be invited to attend for interview. South Kerry Development Partnership CLG will not be responsible for any expenses incurred by candidates in attending for interview.
- iv. The Board of South Kerry Development Partnership CLG shall require persons to whom appointments are offered to take up such appointment within a period of not more than one month.
- v. Appointment to the role is subject to the candidate's eligibility to work in Ireland.

South Kerry Development Partnership CLG is an equal opportunities employer which welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.

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