

South Dublin County Partnership
Panel Recruitment for CE & Tús Supervisors
Full Time
Continuous & Temporary Contracts available

South Dublin County Partnership (SDC Partnership) is a Local Development Company primarily funded by the Irish Government to bring together local communities and state agencies to tackle the problems of unemployment and social exclusion. We develop projects and services to support sustainable and vibrant communities where people can realise their potential and experience a high quality of life. The focus of our activities is on areas where people experience disadvantage and our programmes of work are organised across key thematic areas: Community Development, Enterprise and Employment, Lifelong Learning, Children & Families and Health and Well Being.

SDC Partnership manages large Tús & CE Employment Placement schemes within South Dublin County under contract for The Department of Social Protection (DSP). The role of SDC Partnership is to provide a meaningful work experience programme for each Tús & CE programme participant.

About the roles:

Job Purpose: To ensure the effective, efficient delivery of SDCP Tús and CE Schemes. To support participants towards gaining the skills and competencies required in preparation for employment.

Reporting to: Employment Placement Programme Manager

Key responsibilities:

- Recruit, support and manage a target case load of participants including:
 - Promotion of employment programme,
 - Develop training plans,
 - Participant progression planning,
 - HR – timesheet management, contracts, grievance and disciplinary matters etc.
- Recruit, manage and maintain cohort of community-based host organisations.
- Stakeholder management – funders, programme placement host organisations, community agencies, internal SDCP Departments etc.
- Administration & file management in line with organisational, funder and data protection regulatory requirements.
- Work in collaboration with SDCPartnership's Health and Safety Officer to ensure Health & Safety protocols are implemented.
- Participate in regular case management meetings with Manager.
- Engage with ongoing monitoring and evaluation of the programme.
- Any other duties deemed appropriate by management.

Person Specification

Qualification and/or experience

- A relevant qualification such as administration, career guidance, social care, HR etc. or equivalent in experience. A minimum QQI Level 6 is required for CE Supervisor positions *only*, no minimum qualifications required for Tús positions.
- Proven experience of working in a community setting or related field or supervisory experience.
- Experience in programme administration, project management and/or training, a benefit.
- Experience of stakeholder engagement and collaborative working.
- Proven experience of working to targets.
- Experience of programme promotion and recruitment of programme participants, a benefit.

Skills & Attributes:

- An understanding of the roles and the barriers faced by people who are long-term unemployed.
- Excellent organisational and time management skills.
- Excellent communication skills.
- A strong ability to empathise with and motivate people.
- Good IT skills and proficient in MS Word packages.
- Excellent team working skills.
- A full clean drivers' licence and access to own vehicle for work purposes or ability to travel efficiently throughout the catchment area for work purposes.

Terms & Conditions

- Post: Tús/ CE: Employment Placement Supervisor Panel – Full Time (Continuous and temporary contracts available).
- Location: The successful candidate will be based either in South County Dublin, generally Clondalkin or Tallaght and is subject to change.
- Reporting to: Employment Placement Programme Manager

Annual Salary and classification:

- Salary scale for CE Supervisor starting at Point 1 is €35,990
- Salary scale for Tús Supervisor starting at Point 1 is €34,642

Benefits:

- Access to HSF low-cost health insurance
- Access to training and development opportunities to support the successful candidate in their role
- Access to Employee Assistance Programme (EAP)
- Bike to Work Scheme

Application Process

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send an up-to-date detailed CV (no more than 2 pages) which will include the name and contact details of two references, plus a one page cover letter which will clearly outline how you meet the specific criteria relating to this role. *NOTE: no contact will be made with referees before a job offer is made.*

Panel Recruitment for CE & Tús Supervisors Ref: 205/2025 to:

Administration & Operations Department, South Dublin County Partnership, Unit D1, Nangor Road Business Park, Nangor Road, Dublin 12

OR alternatively email your application to jobs@sdcpartnership.ie – subject box to be marked:

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Note no late applications will be accepted.

South Dublin County Partnership is an Equal Opportunities Employer.