

2 x Tús Team Leader positions available

Southside Partnership is currently recruiting 2 Team Leaders for our Tús Community Work Placement Scheme

The Tús Community Work Placement Scheme is a government initiative to provide 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.

Eligibility Criteria

Applicants must:

- be continuously unemployed for at least 12 months and “signing” on a full-time basis, and
- be in receipt of a Jobseekers payment from the Department of Social Protection for at least 12 months (including Jobseekers Benefit), and
- be in receipt of Jobseekers Allowance at the time of application.

Main Aspects of the Job

- The identification of work placements in community and not-for-profit organisations
- Promotion and administration of the Tús Scheme
- Supporting the development of potential Tús projects, as appropriate, e.g. mobile work units, community service type projects, etc.
- Liaison with work placement providers on all aspects of Tús
- Supervising participants, including monitoring time and attendance
- Maintaining appropriate records in both written and computerised formats
- Agreeing, managing and monitoring participants’ work schedules
- Arranging work-specific training
- Supervision of compliance with health and safety requirements
- Managing the output of the participants to match the expectations of the placement providers
- Other duties required for the orderly operation of the Tús Scheme

Key Skills

- Previous management/supervisory experience is essential
- Computer literacy/competency on Microsoft Word, Excel and Outlook
- Good communication and interpersonal skills
- Ability to work as part of a team and to relate to and support participants
- Ideal candidate will have experience working in the Community and Voluntary Sector
- Full Driver’s Licence and access to own transport

Conditions of Work

- Team leaders will be required to work 39 hours per week
- A probationary period of at least six months will apply
- Initial contract will be for a one year period and can be renewed subject to satisfactory performance and the continued funding of the Tús Scheme

Salary

- The salary is set by the Department of Social Protection at €31,005 per annum
- The salary is paid weekly by electronic funds transfer

Other

- Start date – February / March 2012
- Garda Vetting will be required for this position
- A detailed job description is available on request or on www.southsidepartnership.ie

How to apply

Please forward your CV together with a cover letter outlining your suitability for the position to:

The Tús Administrator

Southside Partnership DLR Ltd.

The Old Post Office

Main Street

Blackrock

Co. Dublin

The closing date for receipt of applications is **5pm on Thursday 9th February 2012**

It is proposed to hold the interviews for this position on 16th February 2012.

Southside Partnership DLR Ltd. is an Equal Opportunities Employer.

The TÚS Programme is supported by the Department of Social Protection and Pobal.