

**Post:** Tús Team Leader

**Reporting to:** Tús Project Leader / Economic Inclusion Co-ordinator

**Location:** The Old Post Office, 7 Rock Hill, Main Street, Blackrock, Co. Dublin

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### **Job Description**

Management of a Tús project on behalf of Southside Partnership DLR Ltd., including:

#### **Administration & Finance**

- Maintenance of all files relating to the project
- Maintenance of resources within the Tús office
- Preparing routine reports to Southside Partnership DLR and the Department of Social Protection as required
- Cheque requisitions and approval of invoices
- Submission of wages instructions to accounts department each week
- Maintenance of wages, materials and training records for participants
- Regular review of systems, policies & procedures within the project
- Contributions to Tús newsletter to disseminate information to participants
- Ordering materials for Tús participants

#### **Human Resources Management**

- Manpower planning: recruitment & selection of participants onto the Tús project (establishing staffing needs of community groups, drawing up job descriptions and specifications, advertising positions, interviewing and selection)
- Identification of new work placement opportunities
- Assessment of skills and needs of participants
- Induction / training of new Tús participants onto the project
- Liaising with Tús Placement Providers on all aspects of manpower planning and training & development of participants
- Maintenance of participants' records, including contracts, timesheets and leave records
- Undertaking performance and participation appraisals
- Dealing with grievance and disciplinary issues
- Keeping up to date on all aspects of employment law
- Keeping up to date on Health & Safety legislation and ensuring that all staff are provided with relevant training and resources
- Implementation of exit strategy for participants leaving the project

### **Support to Tús participants**

- Provision of relevant information to Tús participants
- Develop an understanding of the background and needs of participants
- Visit Tús participants on-site and conduct one-to-one meetings on a regular basis
- Provide support and information to participants regarding social welfare entitlements and employment supports available
- Provide development and progression support to all participants
- Encourage the progression of participants into further employment / training and provide CV & interview support and training if necessary
- Treat all participant information in a confidential manner

### **General**

- Support the development of potential Tús projects, as appropriate, such as mobile work units, community service type projects, etc.
- Support & guidance to Placement Providers in relation to the Tús project
- Apply the principles of equality to all aspects of the job
- Adhere to the policies and procedures of Southside Partnership DLR
- Other duties determined by Southside Partnership DLR for the orderly operation of Tús
- Operate within the guidelines of Tús as determined by the Department of Social Protection
- Attendance at relevant Tús workshops