**Title of Job**: Tús Team Leader

**Hours of Work:** 39 hours per week

**Salary:** DSP1 Tús Team Leader Scale Starting point €34,642

**Reporting to:** Employment, Training & Enterprise Manager

**Summary:** The Tús initiative is a community work placement scheme providing short-term working opportunities for unemployed people. The work opportunities are to benefit the community and are provided by community and voluntary organisations in both urban and rural areas. The Tús initiative is managed by local development companies and Údarás na Gaeltachta for the Department of Social Protection (DSP), which has overall responsibility for the scheme.

**Duties of the Role** - The role of the Tús Team Leader is to support clients and host

organisations with the Tús Work placement programme. The role will involve the following

duties:

**Clients**

* Facilitate and manage the recruitment of participants for the programme through

referrals from the Department of Social Protection, self-referrals and internal Empower

referrals.

* Conduct interviews with new clients referred to the Tús Programme.
* Secure suitable work placement for participants that reflect the individual’s

suitability and compatibility with consideration to skills development and long-term

opportunities and prospects.

* Manage and process participant’s documentation including applications,

assessments, start-up forms, weekly and those exiting their Tús work programme.

* Ensure all Participants details are processed correctly for all their social welfare

entitlements including secondary entitlements such as fuel allowance, medical cards,

budget increases and changes of circumstances.

* Participate in team meetings
* Support and mentor participants
* Deal with any queries, disciplinary or grievance issues should they arise
* Source suitable vacancies that reflect the skills of the client, their needs, situation, or

circumstances

**Administration**

* Operate and maintain a weekly payroll for caseload
* Compile progress and operational reports on recruitment updates, new host

organisation and personnel records

* Maintenance of Participant personnel records
* Ensure confidentiality and integrity are maintained in the Tús Team Leader-client

relationship.

* Ensure all Tús engagement documentation is signed and recorded by Host

organisations and Empower.

* Ensure all paperwork relevant to the programme is compliant to the contractual

obligations of the Department.

* Undertake other duties and responsibilities as may be assigned.

**Health & Safety**

* Ensure all participants have complete Manual Handling training
* Ensure that all tasks in the workplace by participants operate within the terms of the

Empower’s insurance policies.

* Report and record all Health & Safety incidents to the Employment, Training & Enterprise Manager
* Issue all Personal and Protective equipment relevant to the position
* Ensure that all Tús work placement programme participants follow all relevant

employment and health and safety workplace legislation.

**Stakeholder Relationships**

* Establish, develop, and maintain relationships with stakeholders within local

community and voluntary organisations.

* Assist the Host organisations in securing suitable participants for their job vacancies
* Liaise with Host organisations in securing interviews for vacancies, follow up calls,

supporting the transition of a newly engaged participant.

* Sourcing new Host opportunities amongst local voluntary and community groups
* Work and maintain a professional relationship with the Department of Social

Protection and Pobal

**Person Specification**

Candidates are encouraged to apply for this role with the requirement that they can

demonstrate both the relevance of their skills and experience. It is likely that the person

appointed will demonstrate a genuine commitment to Empower’s ethos and vision and ideally

have the skills and attributes as detailed below.

**Qualifications**

The Tús Team Leader will be able to demonstrate practical experience of employment issues

affecting individuals and communities. A relevant level 7 qualification and at least 1 years’

experience in a similar or equivalent type of role is a desirable.

A full clean driver’s license and access to a car is essential for this position.

**Skills & Competencies**

**Essential**

* Minimum of 1 years’ experience working in a relevant professional field
* Experience in working with clients in a one-to-one setting.
* Computer literate in dealing with standard MS word and data processing,

spreadsheet and communication packages.

* Excellent written and verbal communication skills
* Excellent organisational and administration skills
* Understand and commit to the Tús Work placement programme objectives
* Full clean drivers license and access to own transport

**Desirable:**

* Experience of working directly with adults in an employment related environment

* Knowledge of labour market trends and opportunities
* Knowledge of recruitment process
* Experience in working with unemployed.
* Experience of establishing contact and developing relationships with key stake

Holders

* Knowledge and understanding of supports required to assist unemployed individuals

into new opportunities.

**Personal Qualities:**

* Empathetic to the needs of those most distanced from the labour market

• The ability to work as part of a team and sensitively with individuals.

* Flexible, creative with the ability to see new opportunities for clients.
* Able to work self-directed and on your initiative.
* Fair, impartial, and open to new ideas and information
* Appreciative of the challenges around social, economic, and environmental issues currently affecting clients