

Community Employment – Procedures Manual

Appendix 2

GUIDELINES AND PROCEDURES FOR INTERVIEW PANELS

(Including Sample Person and Job Specifications) Community Employment - Guidelines and Procedures for Interview Panels

Recruitment of Participants

The position should be advertised on JobsIreland.ie in the first instance. Applications for the position will be matched against the 'Job Specification', and interviews arranged for all suitable candidates.

An interview panel must interview all eligible candidates.

The panel of interviewers should ideally consist of not less than 2 people, with at least one interviewer from the Sponsor group.

You must inform the Intreo Case Officer of those who attended for interview, those who failed to attend and those offered a position.

When applying for positions where there is substantive unsupervised access to children and/or vulnerable adults, the potential participants (**post interview**) will be subject to Garda vetting procedures.

Recruitment of Supervisor/ Assistant Supervisor

The panel of interviewers should ideally consist of not less than 3 people, with at least two invited to participate because of their experience in appointing staff of a Supervisory or higher nature and/or because they are not directly involved with the Sponsoring organisation. Department Officers may facilitate the interview but should not be on the interview board. All members of the panel must disclose to the other members of the panel any relationship that exists between themselves and any of the candidates and abstain from participation in that particular interview, if appropriate.

The position must be advertised on JobsIreland.ie in the first instance. Applications for the position will be matched against the 'Job Specification', and interviews arranged for short-listed candidates. A short list of candidates should be provided to the Department Officer before the interviews are scheduled.

The following should apply when interviewing:

One person on the interview panel should be nominated as a Chairperson. It is the responsibility of the Chairperson to ensure that all of the panel members are familiar with the requirements of the position to be filled, that they only ask questions which are relevant to the

job, and that the interview is conducted in a fair manner. The same questions should be asked of each candidate. All notes taken relating to the interviews must be retained on file in a secure place in the event of any queries arising.

At the end of this interview an indication should be sought as to the applicant's level of interest in accepting a place on the project if offered. Selected applicants should be formally offered a place in writing, subject to their eligibility being confirmed.

All unsuccessful candidates interviewed should be notified of the outcome immediately after the successful candidate has confirmed acceptance of the job offer.

Supervisory posts may be subject to Garda vetting procedures. The responsibility of Garda vetting lies with the sponsor/employer.

COMMUNITY EMPLOYMENT SUPERVISOR - JOB SPECIFICATION

The CE Sponsoring Organisation is responsible for the terms and conditions of employment of Supervisors as outlined in the CE Procedures Manual. These guidelines are for inclusion in job specifications drawn up for Supervisors by the Sponsoring Organisation.

Job Title: Supervisor - Community Employment

Reporting to: Chairperson - Sponsoring Management Committee

Function: To ensure the effective and efficient management and co-ordination of the human, financial and material resources of the CE Scheme and report to the Sponsoring Committee on its implementation. A core aspect of the role is to support and coach CE participants towards gaining the skills, competencies and qualifications in preparation for employment.

Key Result Areas

Administration

- Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by the Sponsoring Organisation
- Ensure that financial returns i.e. wages claims, materials claims, and participant development grant claims meet the standard as laid down by Welfare Partners.
- Ensure implementation of systems controlling the operation of all finances as directed by the Sponsoring Organisation. Ensure prompt and accurate payment of participant allowances.
- Ensure the security of cash/equipment on scheme as directed by the Sponsoring Organisation.
- Install and manage effective time keeping record system for participants on scheme.
- Liaise with the local Department Officer as required.

Training & Development Provision

- Carry out an identification of learner needs with individual participants as required, as part of the Individual Learner Plan process.
- Identify needs and source and co-ordinate cost effective training/development opportunities in line with Department procurement guidelines.
- Prepare an Individual Learning Plan (ILP) for each Participant and enter on Welfare Partners in accordance with CE procedures.

- Ensure access to recognised qualifications for participants, with a focus on the achievement of relevant qualifications including Major Awards on the National Framework of Qualifications (NFQ) or industry related standards.
- Plan and procure relevant training opportunities which have been approved by the Department.
- Maintain and update training records for each participant on the project on Welfare Partners as part of their Individual Learner Plans.
- Monitor and review training inputs with the participants.
- Plan and organise work placements – internal and external as required.
- Report on ILP developments to Sponsoring Organisation.

Human Resources

- Co-ordinate the recruitment of CE applicants in accordance with the Department's CE recruitment and referral processes.
- Plan and co-ordinate the approved work schedules and ensure annual contracts of employment are in place for all participants.
- Communicate effectively with all participants on the scheme using team meetings and individual formal and informal 'one-to-one' meetings.
- Develop a mutual understanding with participants in relation to their needs for re-entry to work where the participant had been long-term unemployed and needs to develop a clear progression path.
- Implement job search activities with participants.
- Liaise with employers to promote progression to work and work with other support organisations as needed.
- Develop an exit plan with each participant.
- Follow-up and report on participants for up to 4 months on exit from CE.
- Manage staff resources as required.
- Engage in training and development as required.
- Report to Sponsoring Committee regularly.

Scheme Management

- Provide a safe and healthy environment for participants - both in terms of facilities and work practices.
- Ensure work placements on scheme are in line with CE application.
- Supervise, schedule and manage participants.
- Fully participate in training and development opportunities provided by the Sponsor and by the Department as required for the post.
- Carry out all functions relevant to the position of CE Supervisor as indicated by Sponsor.

Financial Monitoring and Programme and Training Monitoring

- Ensure the CE scheme is compliant with financial, programme and training monitoring requirements as detailed in the CE Operating Procedures. Co-operate with the conduct of Departmental monitoring visits.

Progression of CE Participants

- Conduct exit Planning
- Carry out intensive Job Search activities as part of exit planning
- Maintain evidence of engagement with local Employers
- Maintain an up to date database of Employers

COMMUNITY EMPLOYMENT SUPERVISOR - PERSONAL SPECIFICATION

The CE Sponsoring Organisation is responsible for the terms and conditions of employment of **Supervisors** as outlined in the CE Procedures Manual. These guidelines are for inclusion in personal specifications drawn up for Supervisors by the Sponsoring Organisation.

Job Title: Supervisor - Community Employment

Reporting to: Chairperson - Sponsoring Management Committee

Essential

- **Knowledge of Post**

Have a solid understanding of the role of the CE Supervisor as it pertains to project management and programme delivery. Display responsibility, commitment and motivation to implement the objectives of the CE Programme.

- **Work Experience**

- Previous supervisory and people management experience relevant to post (3 years minimum).
- Previous experience in Administration, Project Management and/or Training or other relevant positions.

- **Interpersonal Skills**

- Effective communication skills.
- Competent report writing skills.
- Experience of working with vulnerable individuals and job-seekers.
- Capable of directing, motivating, coaching and mentoring jobseekers.
- Ability to work under the direction of the Sponsoring Organisation for the effective implementation of the CE Programme in line with the CE Operational Procedures.

- **Qualifications**

- Major Award at 3rd Level of NFQ Level 6 or higher, preferably in Business/Financial Administration, Training, Human Resources, Project Management.
- ICT skills essential (e.g. MS Office).

COMMUNITY EMPLOYMENT ASSISTANT SUPERVISOR JOB SPECIFICATION

The CE Sponsoring Organisation is responsible for the terms and conditions of employment of **Assistant Supervisors** as outlined in the CE Procedures Manual. These guidelines are recommended for inclusion in job specifications drawn up for Assistant Supervisors by the Sponsoring Organisation.

Title: Assistant Supervisor - Community Employment

Reporting to: Supervisor - Community Employment

Function: To assist in ensuring the effective and efficient administration and co-ordination of the human, financial and material resources of the project.

Key Result Areas

Administration

- Assist in the business administration of the project as directed by the Sponsor;
- Assist in the preparation of financial returns i.e. wages claims, materials claims, and Participant Development Grant claims as deemed appropriate;
- Assist in the maintenance and provision of all recording/tracking systems as may be required by the Supervisor, the Sponsor and/or DSP, e.g. attendance and absence records, follow-up and progression;

Training & Development

- Fully participate in training provided by the Sponsor and the DSP.
- Assist the CE Supervisor in sourcing and costing effective training/development opportunities to meet the training needs identified in participants Individual Learning Plans (ILPs).

Human Resources

- To provide effective supervisory cover in the absence of the CE Supervisor as directed by the Sponsor, if qualified for the post.
- To assist in planning and co-ordinating the agreed/approved work schedules for participants.
- Carry out all functions relevant to the position of CE Assistant Supervisor as directed by the Sponsor.

Financial Monitoring and Programme and Training Monitoring

- Assist in ensuring the CE scheme is compliant with financial and programme and training monitoring requirements as detailed in the relevant CE procedures.

COMMUNITY EMPLOYMENT ASSISTANT SUPERVISOR - PERSONAL SPECIFICATION

The CE Sponsoring Organisation is fully responsible for the terms and conditions of employment of **Assistant Supervisors** as outlined in the CE Procedures Manual. These guidelines are recommended for inclusion in personal specifications drawn up for Assistant Supervisors by the Sponsoring Organisation.

Job Title: Assistant Supervisor - Community Employment

Essential

- **Knowledge of Post**
Have a reasonable knowledge and understanding of the role of the CE Assistant Supervisor in terms of the administration and day to day running of a CE scheme.

- **Work Experience**
 - Previous experience in office administration, computerised accounts and payroll is essential.
 - Skills in MS Office or computerised accounts packages.
 - Skills relevant to people management through previous work experience.

- **Interpersonal Skills**
 - Good communication skills
 - Competent writing and reporting skills
 - Ability to work effectively in a team environment and ability to prioritise tasks