



Comhpháirtíocht Leader Waterford Leader
Phort Láirge Partnership

Waterford LEADER Partnership CLG

The Job - Employment Services Manager, Waterford City and County and South Tipperary Local Area Employment Services (WSTLAES).

The Person

Due to organisational growth and development, Waterford LEADER Partnership CLG together with its subcontracting partners, Waterford Area Partnership CLG and South Tipperary Development Co. CLG., is seeking to recruit to its management team a highly motivated results-driven individual. As the Manager of the Waterford and South Tipperary Local Area Employment Services, you will lead out on the building of a dynamic service in the Waterford City, County and South Tipperary local government areas. Leading a team of professional staff in the delivery of quality community-based employment services.

This is an exciting opportunity for someone passionate about improving outcomes for communities experiencing many challenges who is skilled in practical project management and delivery of results. The successful candidate will possess a high level of written and verbal communication with a strong history of success in project management and the delivery of programme objectives at a quantitative and qualitative level. This is an exciting opportunity for someone to join WLP CLG and build a career with an organisation focused on real attainment in local development.

APPLICATION PROCESS - Please send

- Detailed Letter of Application
- Curriculum Vitae
- email to: denise.walsh@wlp.ie
- Post or hand delivered marked Private and Confidential Reference to Ms Denise Walsh, WLP CLG, John Barry House, Mayfield Rd., Lismore, Co. Waterford, P51 XVP6

The closing date for receipt of applications is **4 pm Wednesday 24th August 2022** (no late applications will be accepted)

Full Job Specification can be found at www.wlp.ie



An Roinn Coimirce Sóisialaí
Department of Social Protection





Comhpháirtíocht Leader Waterford Leader
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Job Specification

Title	Employment Services Manager
Status	Fulltime Position subject to Funding
Location	Dungarvan, Co. Waterford. The Manager will be required to work throughout the office network in the WSTLAES area.
Reporting to	C.E.O. Waterford LEADER Partnership CLG
Salary	Start Scale 7 - €62,210 Up to Scale 10 over the contract period
Pension	Defined Contribution Scheme. 10% Employer Contribution, 5% Employee Contribution. Operable after a 6-month probationary period.

Role Description

Role Purpose – To implement the necessary actions and processes outlined in the WSTLAES tender and the agreements outlined in the contract with the Department of Social Protection for the efficient and successful delivery of the Local Area Employment Service throughout Waterford City and County and South Tipperary.

Duties of the Role – The Employment Services Manager of WSTLAES will hold key lead responsibility for the overall operational management of the WSTLAES including line management of staff as per the service level agreements with Waterford Area Partnership CLG and South Tipperary Development Co. CLG, implementing business processes & procedures, ensuring all KPIs are achieved and quality assurance implementation and reporting. The role of The Employment Services Manager, through leading a project team, is to deliver on the WSTLAES operational plan through staff, budget, KPIs and reporting oversight. This will entail performing the following duties:

- The Employment Services Manager will manage the project offices of WSTLAES to ensure programme delivery.
- The Employment Services Manager will have a key responsibility for end-to-end project mobilisation, this includes office set-up, staff recruitment, the establishment of key business processes and procedures, referral processes and monitoring processes
- The Employment Services Manager will be responsible for drafting narrative and statistical reports on a monthly, quarterly and annual basis.
- The Employment Services Manager report weekly on progress to the C.E.O. of WLP CLG, and monthly to the Programme oversight Team which consists of the Chairmen of WLP CLG, WAP CLG and STDC CLG, the three Company CEO's and the Financial Controller of WLP CLG.
- Lead and manage a complex team across multiple locations to implement and embed a progressive unified culture and programme approach

- They will hold the day-to-day responsibility for the management of the Service Level Agreement with sub-contractors.

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 WLP CLG's ethos and vision and ideally have the skills and attributes as detailed below.

Qualifications

This is a senior post. The Employment Services Manager will have a depth and breadth of practical experience in employment and training issues affecting individuals and communities. A third-level qualification at level 8 or higher on the QQI and at least 3 years of experience in a similar type of role is a minimum requirement.

Knowledge & Expertise

The Employment Services Manager should be able to demonstrate experience and expertise in the following areas:

- In-depth knowledge of Irish labour market programmes and initiatives
- Adult guidance in community settings
- In-depth knowledge of best practices in the recruitment sector in Ireland
- Strategic planning and preparing annual work plans
- Substantial leadership experience
- A record of planning, achievement and implementation
- Managing teams of people in multiple contexts
- Financial budgeting and management
- Responsibility for financial outcomes
- Solid experience of multi funder relationship development and management
- Developing and writing proposals for funding
- Proven experience in capacity building for NGOs, local government or community organizations, particularly in training, learning or human resources

Skills & Competencies

The Employment Services Manager should be:

- A compelling champion and advocate for those distanced from the labour market who can inspire colleagues and supporters
- Commercial and entrepreneurial, able to identify new sources of income, and time and cost-effective ways of operating
- Innovative, creative and forward-thinking
- A role model for lifelong learning and continuous professional development
- A confident networker
- A skilled mentor with an accessible and approachable demeanour
- In possession of excellent written (both academic and report/proposal writing), oral communication, facilitation and presentation skills
- Confident in public speaking
- Flexible, and creative with the ability to adapt to a changing and challenging environment
- Able to work in a self-directed manner, and develop good working relationships with stakeholders
- Appreciative of the main social, economic and environmental issues currently affecting the sector

- Able to conduct him or herself in a way that is credible to all stakeholders and engages and commands confidence and respect.
- Fair, impartial and open to new ideas and information
- Computer literate in dealing with standard MS word and data processing, spreadsheet and communication packages

Key Skills

Candidates will be shortlisted based on illustrating in their application that they fulfil the following criteria as well as the above competencies.

Key Skills	Essential	Desirable
Key Skills Education		
Education Degree Level	*	
Professional Qualification/HR/Adult Ed		*
Skilled in Use of CRM	*	
Willingness to undertake Professional Development	*	
Key Skills Knowledge		
Ability to analyse wide-ranging information and to monitor and report on trends	*	
In-Depth Knowledge of Labour Market Programmes	*	
High-Level Project Management Skills	*	
Excellent Oral, Written, and Electronic Communication Skills	*	
Budget Management Skills	*	
Company Focus Quality assurance systems	*	
Full, Clean Driving Licence	*	
Key Experience		
Experience in Team Management	*	
Experience in working in a target-driven environment	*	
Experience in the Recruitment Sector	*	
Experience in implementing HR Systems, e.g., Grievance/Disciplinary/Performance Appraisal	*	
Experience in Developing New Programmes and Funding Applications	*	