



## **The BAP Community Employment Scheme BAP Warmer Homes Scheme Community Employment (CE) Scheme**

### **Supervisor Position Job Description**

**This post is funded by the Department of Social Protection.**

This Community Employment scheme provides the following services:

1. CARA (Care and Repair) home support service to elderly and vulnerable people living in the locality, particularly those experiencing disadvantage. This project supports individuals to continue living in a safe environment in their own homes. This service includes small jobs such as: small indoor painting and decorating jobs; minor repairs such as changing light bulbs, remounting fallen shelves and gardening; along with the running of occasional social activities
2. Range of insulation measures to improve the energy efficiency of homes occupied by eligible homeowners experiencing fuel poverty. In general, the work undertaken includes: attic insulation; draught-proofing (doors and windows); attaching lagging jackets; fitting energy-efficient light bulbs; providing energy advice.
3. Gardening works in a designated residential area in Bray in conjunction with a local residents' association to enhance the local environment, improve the visual aspect of the local estate and create a more vibrant community amenity that can be used and enjoyed by local residents.
4. Supporting the practical implementation of an initiative which seeks to alleviate food poverty in the BAP operational area through the collection and distribution of food stuffs to those who cannot afford, or who do not have reasonable access to, food that provides a healthy diet.

### **CE Supervisor Position**

**Post:** CE Scheme Supervisor

**Reporting to:** Enterprise Coordinator or other designated BAP officer

**Conditions:** **AS per CE regulations**  
This post may suit one full-time application or job-sharing depending on the applications received.

**Location:** The office base for the scheme is the premises at Unit 42, Southern Cross Business Park, Boghall Road, Bray and may be subject to change to such other offices as may be designated by BAP time to time.  
The related work on the scheme will be undertaken on premises in County Wicklow, Bray and the surrounding areas.

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### **Main Job Function:**

- To undertake supervision duties in compliance with the CE Scheme Operating Guidelines.
- To co-ordinate and oversee work and training of CE participants of the BAP CE scheme
- To oversee the implementation of the related work schedule
- To ensure the effective administration and co ordination of the CE scheme

### **Key Tasks:**

- Management, scheduling and supervision of CE staff and the operation of the Community Employment Scheme on a day to day basis in a timely and efficient manner
- Overseeing the day to day operations of staff including the preparation of work schedules, surveying of works, sourcing of materials for client, warehouse maintenance etc
- Support the development of participants through training and employment opportunities and skills-based supervision
- Oversee the implementation of excellence in quality service and quality customer care ensuring all works are carried out in accordance with requirements
- Development, maintenance and completion of required reports, work plan, HR records, training plans and submission of reports to funders as per contractual obligations
- Preparing learner plans for each staff team member and overseeing their implementation in accordance with the DSP CE Scheme Operating Guidelines.
- Assist with the budgeting and financial management of the Community Employment project, and providing reports as required
- Input and maintain the Welfare Partners computerised system in a timely manner
- Implement the health and safety policies for Bray Area Partnership and related bodies
- To liaise and report to the programme sponsor and DSP as required
- Attendance at meetings as required
- To carry out other such duties as are required, assigned and agreed by BAP from time to time.
- To work within the ethos of BAP

### **Person Specification:**

- Minimum of three years' supervisory experience
- Minimum QQI level 6 major award **or** equivalent
- Possess the necessary competence with respect to financial management and administration of projects.
- Two years' experience in building and construction
- Experience of project management
- Be familiar with the most up to date regulations regarding H & S in construction
- Have the requisite experience in the provision of client related services and supporting the participant in the delivery of excellence in customer care
- Be familiar with and skilled in the use of IT programmes such as MS office.
- Own transport and full clean driving licence required

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**Note: This position is subject to the Garda vetting process.**