

FESTIVAL ARTS CAMPAIGN CLG

Triskel Arts Centre, Off South Main St., Cork.

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Email: recruitment@triskelartscentre.ie

RECRUITMENT OF A COMMUNITY EMPLOYMENT SUPERVISOR BRIEFING DOCUMENT AND JOB SPECIFICATION

Rev: 16/5/2017

To apply for the position

Apply through www.jobsireland.ie

Alternatively send a comprehensive CV and a covering letter outlining why you are the person for the job to recruitment@triskelartscentre.ie

CLOSING DATE: 26 MAY 2017 AT 5PM.

BACKGROUND TO FESTIVAL ARTS CAMPAIGN

Festival Arts Campaign is a Community Employment Scheme that currently has 24 participants across 6 organisations, all based in Cork City.

The primary Sponsor is Triskel Arts Centre. The 6 organisations are all part of the Sponsoring Committee.

Festival Arts Campaign is an Equal Opportunities Employer.

<u>Projects involved in FAC:</u>	<u>Number Participants in each Project</u>
Triskel Arts Centre	18
Cork Opera House	1
Cork Film Festival	1
Chernobyl Children's Project	1
Dress for Success	1
Irish Cancer Society	2
Total No of Participants	24

AIMS AND OBJECTIVES OF FESTIVAL ARTS CAMPAIGN

Festival Arts Campaign, being an amalgamated group of organisations, collectively seeks to offer CE participants:

1. An interesting and challenging period of work within a supportive and creative environment. Each participating organisation in the project has its own mission statement, values and standards which sets the criteria for success.
2. The aims and objectives which are relative to this project are to provide long term and disadvantaged with training, development and work experience which will equip participants with skills transferable to a working environment. The Festival Arts Campaign is committed to equipping people with skills for the workplace both by supporting DSP training and its own programme of work. It aims to give Participants challenges and the appropriate responsibility within a supportive environment to prepare them for the next stage in their lives. Participants will be assigned specific roles giving them valuable experience in the following areas: Project & Event Management, Conferencing, Music, Education, Cinema Projection, Front of House, Marketing & Communication, Social Media & I.T. and Retail

3. Festival Arts Campaign is the umbrella for six organisations in Cork City. The success of this project can be judged by experiences participants receive in these five organisations.

THE POSITION OF COMMUNITY EMPLOYMENT SUPERVISOR

The Supervisor will be based in Triskel Arts Centre and is an essential member of the Triskel Team. As well as being responsible for the effective and efficient co-ordination of all aspects of the Scheme across the organisations, the Supervisor is an active and important part of the Team at Triskel itself, contributing to the work of the Arts Centre. In that context The Supervisor will be expected to work some unsocial hours, some nights, and some weekends.

The position of Community Employment Supervisor is important, carrying with it serious responsibilities, requiring experience, track record, and advanced skills, as outlined below.

JOB SPECIFICATION

Title:	Supervisor - Community Employment
Reporting to:	Chairperson - Sponsoring Cttee. Festival Arts Campaign
Function:	To ensure the effective and efficient direction and co-ordination of the human, financial and material resources under his/her control and thereby achieve the stated aims and purpose of the project.
Remuneration:	Current DSP CE Supervisor Rates. All Statutory holiday, maternity, paternity and other entitlements.

Key Result Areas

Administration

- The provision of an efficient and effective financial and accounting system in line with sound accounting procedures and conventions.
- The preparation of financial returns i.e. wages claims, materials claims, and Participant Development Grant claims.
- Installation and provision of systems controlling the operation of a cheque payments book, cash book, purchases book, petty cash system, debtors, creditors and general ledgers, participants payroll, bank account and PRSI returns.
- Ensure payment of Participant Allowances.

- Ensure security of cash/equipment in his/her area.
- Liaise with the local DSP office.
- Installation and maintenance of effective time keeping record system for participants on project.

Training & Development

- To fully participate in the Supervisor Development Programme.
- To carry out an Identification of Training Needs process with each participant on the project. To agree needs and to source and cost effective training/development opportunities to meet the needs identified.
- To prepare an Individual Learning Plan for all learners and submit to DSP for approval within the agreed time frame.
- To implement the training and development opportunities which have been approved by DSP.
- To maintain training records system for each participant on the project.
- To monitor and evaluate training inputs.

Human Resources

- To plan and co-ordinate through the project participants, the agreed/approved work schedules for participants.
- To communicate effectively with all participants on the project using Team Meetings and individual formal and informal 'one-to-one' meetings.
- To develop a mutual understanding with participants in relation to their needs and backgrounds e.g. re-entry to part-time work opportunities where the participant had been long-term unemployed and developing a progression path for each participant.

Community Employment

- Ensure that the work areas meet appropriate housekeeping standards and provide a safe and healthy environment for participants - both in terms of facilities and work practices.
- Dealing with all disciplinary matters in relation to participants.
- Supervision, scheduling and control of participants to ensure best returns to Sponsor.

Triskel Team

Carry out any other function relevant to the position of Supervisor (Community Employment) as indicated by the Sponsor from time to time. Be available to work some weekends and some nights.

Attend Triskel Staff meetings.

Participate in the life and activities of the Arts Centre.

Represent Triskel as an ambassador internally and externally.

PERSON SPECIFICATION

Job Title: Supervisor - Community Employment

Essential

- **Knowledge of Post**

Have a reasonable knowledge of the role of the Community Employment Supervisor. Display responsibility, commitment and motivation to implement the spirit of Community Employment.

- **Work Experience**

Skills relevant to supervision through previous work experience.

Previous management experience in Administration,
and/or

Training delivery or other relevant positions.

- **Interpersonal Skills**

Must be articulate and assertive.

Excellent Communication skills, formal and informal and report writing

Must have a mature, stable personality and be capable of directing, motivating and controlling participants.

Excellent IT skills, knowledge of payroll and spreadsheets

Full clean driving licence and own transport essential

- **Education & Training**

Qualification in technical or business field.

Training Qualification

NFQ Level 6 qualification in related field