GUIDELINES AND PROCEDURES FOR INTERVIEW PANELS

(Including Sample Personal and Job Specifications)

Community Employment - Guidelines and Procedures for Interview Panels

The position to be filled should be matched with a 'Person Specification', and the specification should identify the essential and desirable areas of experience, qualification and technical standard required by the post holder.

The position should then be advertised using DSP Employment Services National Call Centre (1800-611-116). Applications for the position will be matched against the 'Person Specification', and interviews arranged for all suitable candidates.

An interview panel must interview all eligible candidates.

The panel of interviewers should ideally consist of at least 3 people, with at least two people 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. 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 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 and friendly 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.

You must inform DSP Employment Services (1800-611-116) 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 successful candidates/potential participants (post interview) will be subject to Garda vetting procedures. Prior to selection, local DSP staff should advise the Sponsor in relation to the DSP Garda vetting policy regarding application for CE vacancies as detailed in the DSP Garda Vetting Policy and Guidelines for CE & JI.
Please refer to DSP Garda Vetting Policy and Guidelines for more detailed information.

Suggested questions for Sponsors recruiting staff involved with Minors, Mentally Challenged or Physically Challenged Persons (see also Appendix 1).

- Has any action ever been taken against you in regard to a child/children under 18 years of age?

- Have you been:
  
  i.) Convicted of an offence in any criminal proceedings in any court in the Republic of Ireland?
  
  ii.) Found guilty of violent, cruel, indecent or dishonest behaviour in any military service disciplinary proceedings?
  
  iii.) Are you at present the subject of criminal charges?
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 and competencies 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 Department.
- Ensure implementation of systems controlling the operation of all finances e.g. cheque payments book, petty cash system, debtors, creditors and participant’s payroll, bank account and PRSI returns 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 DSP Office as required.

Training & Development Provision
- Carry out an identification of learner needs with each participant on the scheme as part of the Individual Learner Plan process.
- Identify needs and source and co-ordinate cost effective training/development opportunities in line with DSP procurement guidelines.
- Prepare an Individual Learning Plan for each Participant for submission to DSP 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 equivalent.
- Plan and procure relevant training opportunities which have been approved by DSP.
- Maintain and update training records for each participant on the project 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 per the CE Recruitment and Referral Process issued by DSP.
- Plan and co-ordinate the approved work schedules and ensure 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.
- Deal with all disciplinary matters in relation to participants in accordance with DSP CE procedures.
- 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 detailed in Procedures Manual.
- Report to Sponsoring Committee as required.

Scheme Management

- Provide a safe and healthy environment for participants - both in terms of facilities and work practices.
- Ensure work experience 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 DSP as required for the post.
- Carry out any other function relevant to the position of Supervisor (Community Employment) 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.

Progression of CE Participants

- Exit Planning
- Intensive Job Search activities as part of exit planning
- Engagement with Local Employers
- 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 CE Sponsoring Committee
Reporting to: Chairperson - Sponsoring Management Committee

Essential

- **Knowledge of Post**
  Have a solid understanding of the role of the Community Employment Supervisor as it pertains to project management and programme delivery to long-term unemployed and vulnerable adults. Display responsibility, commitment and motivation to implement the objectives of the Community Employment 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 (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Resources, Project Management or related disciplines.
  - 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;
- Ensure security of cash/equipment in his/her area and the security of records in compliance with Data Protection requirements as detailed in the CE Procedures Manual.

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 Community Employment Supervisor as directed by the Sponsor.
- To assist in planning and co-ordinating the agreed/approved work schedules for participants.
- Carry out any other function relevant to the position of Assistant Supervisor (Community Employment) 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 CE Operating 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 Community Employment 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 Excel, Sage/or other computerised accounts package and MS Office applications.
  - Skills relevant to people management through previous work experience.
  - Minimum of 1 year work experience required.

• Interpersonal Skills
  - Must have good communication skills
  - Competent writing and reporting skills
  - Ability to work effectively in a team environment and ability to prioritise tasks

• Education & Training
  - Major Award at Level 6 (3rd Level) or higher on the National Framework of Qualifications in Business Administration, Human Resources or related disciplines.