

## **JOB DESCRIPTION**

**Title:** Project Supervisor

**Responsible to:** Project Manager

**Location:** Bryson FutureSkills Antrim Road

### **Main Task**

- 1. To develop and sustain a productive working relationship with those clients selected to carry out environmental improvements in the Belfast North E-ILM Project**
- 2. To liaise with Project Management Team and Project Partners to adopt a co-ordinated approach for the delivery of Belfast North E-ILM Project**

### **Outline of Duties**

- To develop, promote and market the E-ILM Project to support the recruitment of participants across the different strands of the initiative
- To work in partnership with Bryson FutureSkills, Bryson Energy, Groundwork NI, the Ardoyne Association and Ballysillan Community Forum to maximise engagement of individuals and households
- To work collaboratively with the Job Centre, Jobs and Benefits Office, Community Groups and Housing Associations for the benefit of Project
- To supervise E-ILM clients carrying out a range of environmental improvements
- To motivate clients to attain work objectives through encouraging participation in structured training designed to increase employability
- To monitor client progression against Belfast North SIF E-ILM targets
- To build on existing networks and community relationships to allow for greater ownership for clients to reach their full potential and neighbourhoods to thrive
- To identify opportunities to improve the operational function for initiating and implementing changes to enhance the quality of the E-ILM Project
- To carry out Outcome Based Assessments with clients working on the Belfast North E-ILM Project
- To develop a system of working closely with the Project Manager to share and exchange information pertaining to productivity and quality assurance
- To accurately complete all administration documentation that adhere to the E-ILM quality system requirements

- To participate in development activities in line with the demands of the job and objectives of the E-ILM Project
- To adhere to the principles of the Data Protection Act (1998) to safeguard, manage and handle individual/families personal and sensitive information
- To adhere to a Code of Practice relevant to Equal Opportunities and the promotion of social inclusion within the Belfast North SIF Zone
- To work as a member of a team and undertake such duties and responsibilities that are compatible with and supportive of the E-ILM Project aims and objectives

## **Terms and Conditions**

<b>Length/ Type of Contract:</b>	Fixed – 24 months
<b>Salary:</b>	£23,150
<b>Hours:</b>	35 hours
<b>Holidays:</b>	20 days (year 1 increasing to 22) Plus statutory days
<b>Probationary Period:</b>	6 months
<b>Notice:</b>	1 month

**All employees of Bryson FutureSkills are required to respect individuals' right to privacy, dignity, choice and independence.**

**This post will be subject to an Access NI check**

**PERSON SPECIFICATION**

**Job Title: Project Supervisor - SIF Belfast North E-ILM**

<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>	<b>Tested</b>
Qualifications / Education / Knowledge	Qualified to GCSE level Grade A-C – English and Maths or equivalent	√		Application Form
	Qualified to level 3 Community/Youth Work	√		Application Form
	Current working knowledge of subsidised employment programmes		√	Application Form/ Interview
Experience Required	2 years relevant experience engaging with unemployed adults	√		Application Form
	Experience of recruitment practice with a wide range of people		√	Interview
√	Experience of developing/managing employment related programmes	√		Application Form
	Experience of liaising with unemployed clients and stakeholder partners	√		Application Form
Special Aptitudes/ Competencies	Ability to co-ordinate a working team	√		Interview
	Excellent communication and interpersonal skills	√		Interview
	Driving License and access to transport	√		Application Form