



Clár Gníomhachtúcháin Pobail
agus Cúrsaí Sóisialta.



An Roinn Coimírcé Sóisialaí
Department of Social Protection

Leitrim Jobs Board Weekly Job Bulletin

Leitrim Observer

APRIL 11 2024 | ISSUE NO.153

SITT / TFI LOCAL LINK DONEGAL SLIGO LEITRIM



SPSV License holders required

for the delivery of ad-hoc transport service in the Sligo & Leitrim areas, as and when required.

This includes

Taxis / Wheelchair accessible taxis
Hackneys / Wheelchair accessible hackneys

For more information or to express interest in providing these service, please email,

dltender@locallink.ie
by Friday, 19th April 2024.



**BALLYCONNELL
CREDIT UNION LTD**
Serving the community

BALLYCONNELL CREDIT UNION LIMITED

1 Year Fixed Term Contract for Member Services Officer

Key responsibilities will include:

- Support the Management Team as required in the areas of financial, administrative and operational duties;
- Dealing with queries and responding to requests for information from members;
- Act as a teller by processing lodgements, withdrawals, accepting loan applications, issuing approved loans and updating membership details;
- Undertaking filing and other general office administrative tasks;
- Complying with all Policies and Procedures of the Credit Union including Anti-Money Laundering and GDPR.

The successful candidate will have:

- Experience in a similar role in a financial institution would be a distinct advantage;
- Relevant experience working in a customer service environment involving interaction with customers and cash transactions;
- A pleasant disposition with strong organisational and interpersonal skills and be willing and flexible;
- Excellent written and verbal communication skills;
- Ability to work a part of a team and on own initiative to meet targets and deadlines;
- Pathways Diploma in CU Operations/ACCUP/QFA or other qualification which meet the Minimum Competency Code requirements are desirable but not essential. The Successful candidates will be required to gain relevant qualifications and meet ongoing CPD and MCC regulations;
- The role will involve Saturday work.

Please forward your CV and cover letter by email only to:

b.oflynn@ballyconnellcu.ie

Applications must be received by 23/04/2024

Salary will be commensurate with relevant experience.

Ballyconnell Credit Union Ltd (BCU) is an equal opportunities employer. BCU is regulated by the Central Bank of Ireland.



**Music Generation
Galway County**
Chontae na Gaillimhe

**Galway & Roscommon Education & Training Board (GRETb) as Lead Partner for
Music Generation Galway City, wishes to recruit a**

MUSIC GENERATION DEVELOPMENT OFFICER

Further particulars are available from the Board's website:

www.gretb.ie

Closing date for receipt of applications: **12 noon, Friday, 26th April 2024**. Late applications will not be considered. Shortlisting may apply. Garda vetting will apply. Canvassing will disqualify.

Music Generation Galway City is part of Music Generation, Ireland's national music education programme initiated by Music Network, co-funded by U2, The Ireland Funds, the Department of Education and Local Music education Partnerships.

GRETb is an Equal Opportunities Employer.

**David Leahy,
Chief Executive.**



Unit 5B Royal Canal Business Park, Longford
www.fcspares.com

SALES ASSISTANT

FC Spares Longford currently has a vacancy for the above-mentioned position.
(Male or Female)

Main Job Function

- Engage with customers to resolve customer enquiries relating to JCB machinery
- Capture customer detail
- Send all parts requests to warehouse for picking
- Take customer payments where applicable

Knowledge and Skills

- Knowledge of JCB agricultural equipment an advantage but not essential
- Ability to work individually and as part of a team
- Basic computer skills
- Attention to detail
- Good working conditions, competitive salary and incentive bonus.

Please forward CV and cover letter to:
sales@FCSpares.com



Early Years Educator **required in Bo Peep Kidz Drumshanbo.**

- **Level 7/8**
- **Full Time.**
- **Excellent rates of pay.**
- **Attractive incentives through out the year.**

Enquiries to [071 96 41 987](tel:0719641987) or Email bopeepkidz02@gmail.com

Requirements:

- The ability to sing in tune is not necessary; however, the ability to sing out of tune in front of a crowd is essential.
- Some knowledge of Disney characters is an advantage.
- You must have the ability to read a 10 page fairy tale upside down with at least one interruption per page.
- A high level of multitasking is essential. If something would normally take 5 minutes to achieve, you must be comfortable with it taking 15 minutes or longer.
- You must be able to distribute warm hugs as required.
- Possessing the skills required to rapidly count the heads of numerous moving small people is of utmost importance.
- You preferably do not have an aversion to an environment that at times resembles the aftermath of a tornado.
- Pretending to eat playdough creations realistically is required; this is a skill that may develop with time and experience.
- A high level of comfort with being asked personal questions by children is essential. You will regularly be asked questions regarding what you are having for lunch, whether you are willing to share said lunch, where you are going (as you walk into the toilet), and what you did in there (the toilet).
- You must have an understanding that the small people you have a strong relationship with during the week, may completely and utterly refuse to talk to or acknowledge you when they see you at the local shop. Your feelings must not be easily hurt.
- Finally, you must be prepared to feel loved, special, and important to many young children and their families. There is simply no other job quite like this.



CHILDHOOD DAYS SERVICE MANAGER ROLE

To manage and lead a service and staff team providing a program of care, learning and developmental support to children and young adults with additional needs and their parents/guardians.

Contract type: 1 Year Fixed Term Contract with option to extend subject to funding. 6 month probation period will be applied. Working Hours: 37.5 hours per week – flexible weekend work and evening work required.

RESPONSIBILITIES

- Ensuring the overall safety and well-being of the children using the service in line with all service policies and procedures. •
- Responding to requests for and allocating childcare places and organising waiting lists. •
- Supporting and assisting and communication with parents/guardians. •
- Ensuring planning and delivery of plans by staff that are developed for individual children using the service as well as groups of children where appropriate. •
- Liaising with HSE and Tusla in relation to children and family needs as required. •
- Linking with the HSE special needs coordinator. •
- Reviewing and updating policies/procedures/protocols. •
- Ensuring confidentiality and abidance with GDPR. •
- Acting Designated liaison person with responsibility for ensuring that reporting procedures within the organisation are followed to ensure child welfare and protection. •

Staff Management and Supervision

- General Human Resource management and Staff supervision of the service staff team on a daily basis. •
- Ensuring service plans are implemented by staff team for the benefit of children and families who use the service. •
- Ensuring staff are compliant with and adhering to all relevant service policies / procedures and protocols. •
- Provision of supervision sessions on a regular basis with each individual staff team member. •
- Overseeing staff continuous professional development including ongoing staff training / upskilling necessary for carrying out their duties. •
- Responsible for childcare plans •
- Organising staff rosters and annual leave. •
- Oversee induction of new staff and assess relevant training needs. •
- Maintaining all records. •

Financial Management & Planning

- Managing and maintaining financial income and expenditure accounts on a day to day basis. •
- Preparing and submitting funding applications and reporting to various funding and statutory agencies. •
- Preparing regular financial update reports for presentation to service Board of Directors for their Board Meetings. •
- Liaising with Pobal, HSE and Dept. of Children, Equality, Disability, Integration and Youth as required. •
- Identifying funding streams and implementing change •

General Administration / Health & Safety Management •

- Ensuring that all relevant day to day records such as Hygiene, Equipment checks and maintenance are up to date and checked and recorded. •
- Ensuring all online portals / platforms are checked regularly for notifications / requests and submissions of funding applications / child registrations etc. •
- Ensuring a good standard of hygiene is maintained in all areas / aspects of work and activity in the service. •
- Ensuring medication is administered safely and stored safely, recorded and signed off by two staff members. •
- Parent/guardian permissions stored and recorded. •
- Reporting to the service Board of Directors regularly for support and direction on a regular basis. •
- Ensuring all reporting requirements are prepared and submitted in relation to all aspects of the service to the service Board of Directors and outside agencies as required. •
- Ensuring that equipment is well maintained and safe to use •
- Organising fire drills monthly and other health and safety checks regularly •
- Overseeing maintenance of the bus and ensuring it is kept in a safe condition. •
- Maintaining all relevant documentation in line with RSA requirements including driver daily walk around checks and biannual service and annual CRVT tests and registration. •
- Any duties arising as reasonably requested to be completed by the service Board of Directors •

THE SUCCESSFUL CANDIDATE MUST HAVE

- QQI Level 7 Early Years Education Qualification •
- A minimum of three years' experience working directly with children in an Early Learning and Care and / or School Age Childcare Setting or other relevant childcare setting. •
- Excellent communications skills •
- Knowledge of IT systems / software packages such as MS Word / Excel •
- Knowledge of relevant legislation / regulations / policy relevant to Childhood Days •
- Knowledge of HR •
- Experience in managing staff and volunteers and staff rosters •
- Experience in office administration and management •



PLEASE APPLY WITH CV & COVER LETTER by email to info@hrsolutions.ie by 19th April 2024.

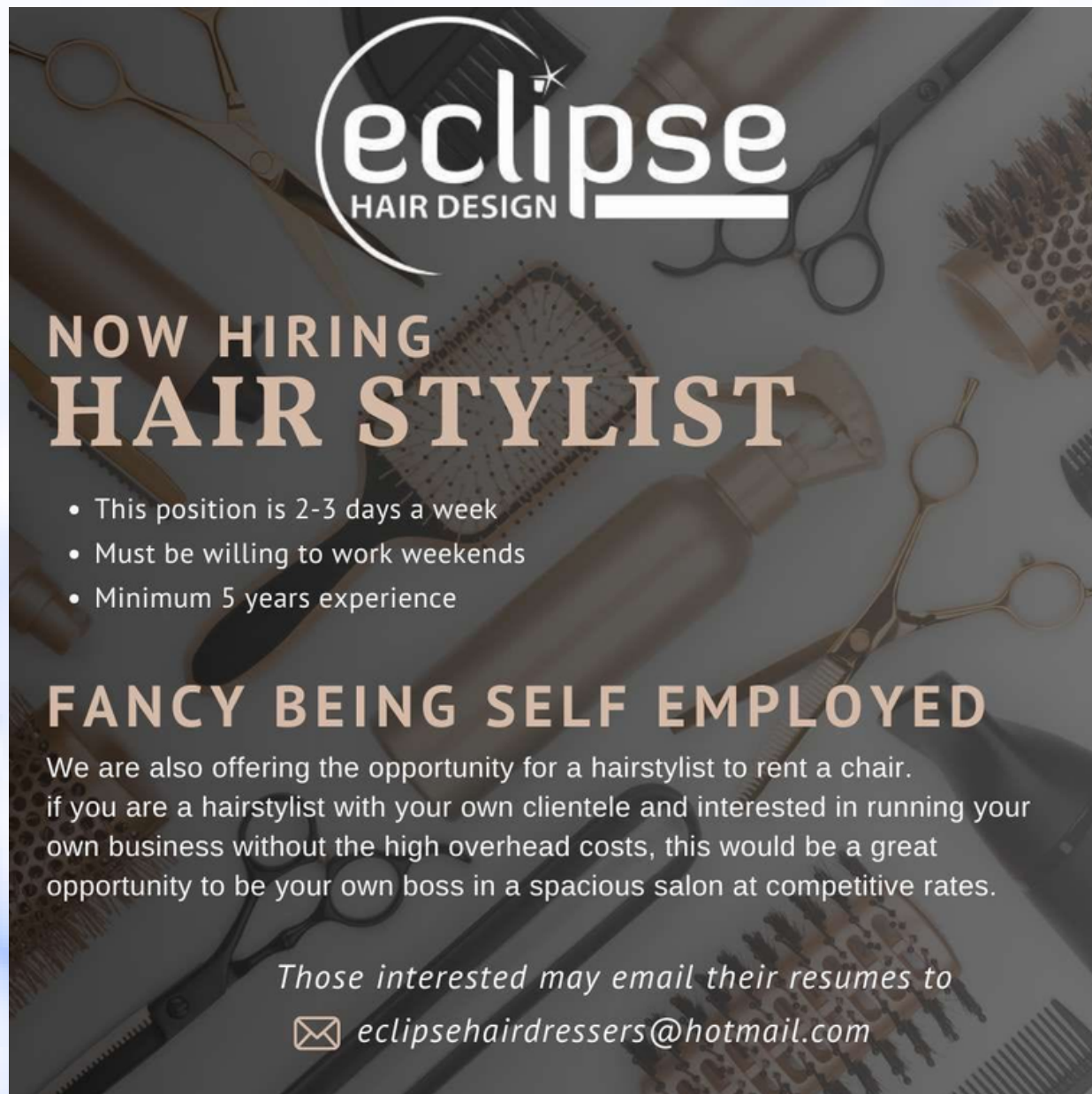
WE ARE HIRING



Community Development Worker

- Full-time position (35 hours per week)
- €35,490 per annum
- Full job description available at www.ldco.ie/news

To apply please email your CV and letter of application titled 'Community Development Worker' to admin@ldco.ie The closing date for receipt of applications is Tuesday 16th of April at 5pm.



eclipse
HAIR DESIGN

**NOW HIRING
HAIR STYLIST**

- This position is 2-3 days a week
- Must be willing to work weekends
- Minimum 5 years experience

FANCY BEING SELF EMPLOYED

We are also offering the opportunity for a hairstylist to rent a chair. if you are a hairstylist with your own clientele and interested in running your own business without the high overhead costs, this would be a great opportunity to be your own boss in a spacious salon at competitive rates.

Those interested may email their resumes to
✉ eclipsehairdressers@hotmail.com





Get in Touch

Map Location

✉ info@leo.leitrimcoco.ie

☎ 071 9650420



WORKSHOP

Addressing Current Employer Needs in Recruitment - Preparing for Job Success | 29th April 2024.

Venue:	Online via zoom	Category:	Workshop
Date:	29/04/2024	This will be a practical, knowledge sharing workshop to leave you with beneficial interview preparation tools and tips along with building your confidence to shine and showcase your strengths to future employers	
Note:	Monday		
Time:	10:00a.m. - 12:00p.m.		

For further details please click on the link below:

[Addressing Current Employer Needs in Recruitment - Preparing for Job Success
| 29th April 2024 - Local Enterprise Office - Leitrim](#)



Front Desk Administrator Mohill Enterprise Centre

Mohill Community Development Association CLG (Mohill Enterprise Centre) require a full-time Front Desk Administrator as part of our Pobal CSP supported programme.

The successful candidate will have experience in office administration with good digital skills and a thorough knowledge of Microsoft end-user applications. He/she will have excellent communication and interpersonal skills. Previous administrative and relevant work experience desirable.

Applications to The Manager, Mohill Enterprise Centre,
Knockalongford, Mohill, Co. Leitrim

(**Email:** info@mct.ie, **Phone:** 071-9632024).

Closing Date: Friday 19th April 2024 at 4pm.

This position is funded under the Pobal CSP funding programme.

Mohill Enterprise centre is an equal opportunities employer.



JOB VACANCY

WE'RE HIRING

EARLY YEARS EDUCATOR -
ROOM LEADER

- RATES OF PAY ABOVE ERO'S
- EARLY FINISH EVERY FRIDAY
- TWO ALTERNATING SHIFT PATTERNS (8-5 OR 8.30-5.30)

REQUIREMENTS

- MINIMUM LEVEL 5 EARLY YEARS QUALIFICATION
- MANUAL HANDLING, FAR & FIRE SAFETY TRAINING AN ADVANTAGE BUT NOT ESSENTIAL AS FULL TRAINING WILL BE PROVIDED

APPLY NOW

TOADSTOOL COTTAGE,
CASTLEBALDWIN,
CO. SLIGO
toadstoolcottage@yahoo.com



OPW

Oifig na
nOibreacha Poiblí
Office of Public Works

A new apprenticeship with the **OPW - Office of Public Works** in the craft of Carpentry and Joinery is now available at the National Monuments Services, Dromahair, Co Leitrim.

Don't miss this opportunity to be a part of preserving our nation's treasured sites. Apply today and create a legacy that will last for generations to come.

Click for full details and to apply

<https://cutt.pulse.ly/k592lawtsj>



Apprenticeship in the Craft of Carpentry & Joinery

National Monuments Service

Dromahair, Co. Leitrim

Competition Reference: 2024/1005

Closing Date: 5.30pm on Monday 29 April 2024



OPW

Oifig na
nOibreacha Poiblí
Office of Public Works

Boyle Group Scheme Ltd, Boyle, Co. Roscommon have the following vacancies on their Community Employment Scheme:-

- **General Operatives**
- **Support Work/Information Officer, Citizens Information Office**

The contract will be for a minimum of one year. No experience is necessary and accredited training will be provided to develop your career.

For eligibility status please contact your local Department of Social Protection Office or telephone 086 145 65 19.

Opportunity is missed
by most people because
it is dressed in overalls
and looks like work.

~ Thomas Edison

USEFUL LINKS

[JOBS IRELAND](#)

CONNECTING EMPLOYERS
AND PEOPLE

[CAREERS PORTAL](#)

INFORMATION
SUPPORTING CAREER
AND EDUCATIONAL
RESEARCH

[FETCHCOURSES.IE](#)

FURTHER EDUCATION AND
TRAINING (FET)

[MY WELFARE](#)

INFORMATION ON ALL
SUPPORTS AVAILABLE