

RSS COMMUNITY WORK PLACEMENT PROGRAMME



PLACEMENT PROVIDER APPLICATION FORM

EXPRESSION OF INTEREST FORM FOR COMMUNITY/VOLUNTARY ORGANISATIONS

RSS is a Community Work Placement Programme providing working opportunities for low income Fishermen and Farmers. While those who participate will improve their work readiness and be able to apply their skills and learn new ones, Community and Voluntary Organisations will be able to develop and deliver services locally and benefit from the skills and experience the person can bring.

(See RSS Information Sheet attached)

1. CONTACT DETAILS	
Name of Community/Voluntary Group:	
Name of Project: (if different from above)	
Address for Correspondence:	
Chairperson: Contact Telephone No: Email Address:	
Group Contact Person: <i>(Name of person Meath Partnership will liaise with)</i> Role of Contact Person in Group: Contact Telephone No:	

2. ORGANISATION DETAILS			
Registered Company/Charity No:			
Other legal structure:			
Year Established:			
No. of Staff			
Volunteers			
CE Tus RSS			
Board of Management:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Meetings occur: Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/>
Committee	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

ORGANISATION DESCRIPTION: Please tell us about your main aims, services and activities provided.

LEGAL OWNER PERMISSION: Work cannot commence on any project unless a letter is obtained annually from the legal owner stating that permission is granted for the RSS to assist in the duties outlined in your Work Plan. Is permission required in your situation? Yes No
 Is it supplied with the application? Yes No

Does your Organisation have a Health & Safety Statement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Does your Organisation have Public Liability Insurance? (Note: on placement of participant ,Indemnity to be included for 'Meath Partnership, the Minister of Social Protection and the Department of Social Protection' and forwarded asap)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Will the provision of a RSS Participant cause displacement/ substitution of existing staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Have any staff had their working hours reduced or been made redundant in the past year? Yes No
 If yes, give number of staff/job titles/date of redundancy/reduction in hours.

What facilities are available to RSS? *(Include welfare facilities e.g. toilets, canteen)*

What equipment, if any, is available to RSS Participants? *(please list make and model or attach info on separate sheet)*

Is the equipment maintained according to Manufacturers Guidelines? Yes No

3.WORK PLACEMENT EMPLOYMENT DETAILS

No. of RSS Participants requested <i>(Places are limited & subject to availability)</i>		Categories of Work:	
Details of specific skills and qualifications required, if any.			
Please outline training / learning opportunities for RSS Participants provided by your Organisation.			
What benefits will the proposed RSS Placement provide to your organisation?			
Will the RSS Participant be working alone?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have persons available to regularly monitor the work?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are there peaks and troughs in the proposed work or is it seasonal?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	Seasonal	<input type="checkbox"/>	
Are you prepared to commence placement pending Garda Vetting if necessary?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

ANY ADDITIONAL INFORMATION *(Also attach any supporting documentation you feel is relevant)*

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DECLARATION TO BE SIGNED BY ORGANISATION CHAIRPERSON

On behalf of _____ (Community Group Name)

I hereby confirm that I submit this application and declare that the information and documentation supplied in this application is true. I hereby undertake to supply such further information as might be required for evaluation purposes or to further determine eligibility. Information provided will be used only for the purposes registered by the Company under the Data Protection Act 1988 and this includes evaluation of applications for the RSS as well as the promotion, appraisal, monitoring and inspection of the RSS by Meath Partnership, the Department of Social Protection, Pobal, European Commission and/or their agents

I understand that the Participants are employees of and managed by Meath Partnership and will be allocated to projects at the discretion of the company.

I understand that Government funded programmes such as the RSS are not in a position to provide any materials/equipment at present. I also agree to meet the cost of materials and equipment required in the carrying out of our allocated participants work for the allocated period .

I also understand that information supplied in or accompanying this application may be made available on request under the Freedom of Information Acts 1997 and 2003.

I accept that Meath Partnership are responsible for the overall management of the Scheme.

Chairperson's signature: _____

Signatory (BLOCK CAPITALS): _____

Date: _____

Please return your application (**with current insurance documentation and permission if required**) marked '**RSS Community Group Applications**' to: **Barbara Gaynor ,RSS Supervisor, Unit 7 Kells Business Park, Cavan Road, Kells, Co. Meath** Email: Barbara.gaynor@meathpartnership.ie Queries: (086) 6031077

For office use only

Received Date:	
Received By:	
Follow up Documentation Required Yes <input type="checkbox"/> No <input type="checkbox"/>	List:

RSS COMMUNITY WORK PLACEMENT INITIATIVE

The Department of Social Protection is responsible for the operation of RSS and it is managed at local level by Local Development Companies. The Rural Social Scheme was set up for low income Fishermen and Farmers

Participants on RSS work 19.5 hours per week. Participation is for a continuous period of 6 years. The key role of community and voluntary organisations hosting work placements is to provide participants with valuable working opportunities in good quality work settings. Organisations applying for RSS participants must demonstrate their ability to supervise and direct the work to be carried out. They must also supply a job description and details of the work to be carried out during the 6 year placement for each participant applied for. They must agree to, and sign off on, a Placement Provider Agreement Form in line with DSP requirements.

Under the RSS scheme, individuals, private or public bodies, fee paying schools, colleges and commercial entities (for profit bodies or organisations) are not eligible to apply for placement positions. **Selected work placements must not displace existing commercial activity or duplicate service provision by another agency.**

Further information regarding RSS can be found on the website of the Department of Social Protection at www.welfare.ie



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Selected work opportunities will fall within, and will not be restricted, to the following work categories:

1. Environmental services, to include

- Energy conservation work in low income homes and community buildings
- Renovation of community and sporting facilities
- Development, regeneration and enhancement of community spaces, gardens, parks, leisure areas, including sports grounds and school grounds where services are not otherwise provided.
- Neighbourhood, village and countryside enhancement, including clean-up.
- Recycling and repair of equipment, including furniture, tools, bicycles and I.T. items.

2. Caring Services, to include

- Social care for all persons with such needs
- Personal aid to any person with particular needs due to ill health, limited or restricted mobility
- Services for children in crèches and childcare settings
- Preparation and delivery of meals for older people or those with limited income
- Visitation, friendly call and befriending programmes for older people, those with mental health needs and those confined to home.

3. General community services, to include

- Caretaking, securing, supervising of community buildings and spaces
- Administration, web design, social media, reception, production of newsletters
- Community research and evaluation, including genealogy
- Event management, promotion and administration
- Retail services in charity or community settings
- Promotion and support for volunteering.

4. Heritage and cultural services, to include

- Promotion of the Irish language and cultural activities
- Development and maintenance of walking, cycling and leisure trails
- Administration, marketing and promotion of local heritage sites and events
- Staffing of cultural, tourism and heritage centres.

5. Para-educational services, to include

- Caretaking
- Services for children in crèches and childcare settings
- Early years and after-school supports for children and young people
- Literacy, numeracy and related supports for adults and children or those with limited command of the English or Irish languages
- Assistance with recreational opportunities for adults / young people including coaching, training, activities