



Tolka River Project



#JOB-2254858



TOLKA RIVER PROJECT LIMITED,

Buzzardstown House, Dublin 15, D15 E424



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



21/09/2026



06/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : gerry@tolkariver.ie



Open your camera
app & point here
to view this ad
online



Community Employment Supervisor

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Assist in the management of the entire CE Scheme. Ensure the recruitment process and induction run smoothly and efficiently. Enable participants to progress to a level where they can integrate within the community through education, training and support. Working at all times within DSP requirements to ensure that the scheme numbers are maintained.

- Possessing a qualification in community development or another relevant discipline is desirable. At least a FETAC Level 6 Major/Minor Award.
- Experience of working with marginalised groups.
- Experience of working on computerised accounts/payroll systems is essential.
- A working knowledge of the Addiction Issue with a related qualification

For the job description and person specification, please contact by e-mail at gerry@tolkariver.ie

- **Sector:** education

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

OR English, computers , collsoft , payroll

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Financial
- **Competency Skills:** Decision Making, Leadership, Negotiation, Time Management

- **Specialising In:** knowledge of addiction studies; cra