



Finn Valley Community Scheme Ltd



#JOB-2359033



Killygordon, Co. Donegal,



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



14/10/2024



23/10/2024

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : fvcesupervisor@gmail.com



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

Essential to have 3 Years of Staff Supervisor Experience.

Preferable to have a QQI Level 6 Certificate in Business/Financial/Administration, Training, Human Resources, Project Management or related disciplines (incl. Higher Advanced Certificate & National Craft Certificate).

IT Skills are also essential (e.g. ECDL) Minor component Awards are insufficient.

It's essential that Candidates have experience in Administration, Computer Literacy and finance.

Candidates must be able to work on own initiative, ability to make decisions, flexibility and leadership necessary.

Candidates must have clean Driving Licence and access to own vehicle.

The CE Supervisor is responsible for overseeing a work experience and training program for those who are long term unemployed, aiming to progress participants on to employment or education.

To ensure the effective and efficient management and cooperation of Personnel, financial and material resources of the CE Scheme.

The Staff Supervisor will report to the Sponsoring Committee on all aspects of the CE Scheme.

The Staff Supervisor will provide support and mentoring to CE Participants in gaining training and skills/qualifications and competencies in preparation or future employment.

Applications by email only to recruitment.fvce@gmail.com by 5pm on Wednesday 23rd October 2024 Please submit a cover letter, C.V. and a copy of Qualifications at Level 6 or Higher for verification and approval. Short listing will apply based on submissions received.

Please contact the Office on 0872201773 to confirm receipt of application.

- **Sector:** administrative and support service activities

Career Level

- Managerial