



Limerick GAA Jobs Creation Centre



#JOB-2409345



Aras Mumhan, Newcastle, Castletroy, Co.

Limerick, V94 NW83



No of positions : 1



Paid Position



39 hours per week



29115.00 Euro Annually



28/08/2025



12/09/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : gaajobscreation@gmail.com



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



Office Manager / CE Scheme 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

Limerick GAA are seeking to recruit a CE Supervisor on a 12 month rolling contract subject to approval from the Department of Social Protection (DSP).

Function: To ensure the effective and efficient management and co-ordination of the Human, financial and material resources of the CE Scheme and report to the Sponsoring Committee on its implementation. A core aspect of the role is to support and coach CE participants towards gaining the skills, competencies and qualifications in preparation for employment.

This is a full-time permanent position. Based on a 4-point scale, €29,115 - €37,160.

6 months' probation. 39 hours per week.

Person Specification:

Job Title: Supervisor - Community Employment.

Reporting to: Chairperson - Sponsoring Management Committee.

Essential Knowledge of Post

Have a solid understanding of the role of the CE Supervisor as it pertains to project management and programme delivery. Display responsibility, commitment and motivation to implement the objectives of the CE Programme.

Work Experience:

Previous supervisory and people management experience relevant to post (3 years minimum). Previous experience in Administration, Project Management and/or Training or other relevant positions.

Interpersonal Skills:

Effective communication skills.

Competent report writing skills.

Capable of directing, motivating, coaching and mentoring jobseekers. Ability to work under the direction of the Sponsoring. Organisation for the effective implementation of the CE Programme in line with the CE Operational Procedures.

Qualifications:

CE Supervisor candidates must evidence competency in one or more of the following areas: Business/Financial Administration, Communication & Interpersonal Skills, Training, Human Resources, People Management, ICT skills (e.g. Microsoft Office) and Payroll.

Candidates should have 3 years supervisory experience and a major 3rd level qualification (NFQ level 6 or higher) is desirable for the role.

Driving Licence: Full B BE.

Languages: English (Fluent).

Ability Skills: Administration, Communications, Computer Literacy, Interpersonal Skills.

Competency Skills: Collaboration, Management, Teamwork, Working on own Initiative.

Specialising In: ICT skills, communication skills, report writing.

Application instructions: Email your letter of application and CV to: gaajobscreation@gmail.com with the text 'CE Supervisor/Admin' in the subject line.

Closing Date for Applications: 5pm, Friday, 12th September 2025.

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

Career Level

- Managerial