



Avenue Road Community Development Group  
Ltd.



#JOB-2413204



Avenue Road CE Scheme, Unit 7A,  
Partnership Ct, Pk S, Dundalk, Co. Louth, A91  
Y942



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



23/09/2025



21/10/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [avenueroadcescheme@gmail.com](mailto:avenueroadcescheme@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

The Avenue Road Community Development Group CLG is seeking applications for the post of Community Employment Supervisor. This is a full-time position consisting of 39 hours per week over five days with a 52-week contract.

Community Employment is funded by the Department of Social Protection (DSP) with the aim of providing work placements and training opportunities for people who are long-term unemployed in order to enhance their employability.

**Duties -:** Actively engage in the recruitment process. Develop and implement Individual Learner Plan for each participant having assessed individual needs. Support and coach C.E. participants towards gaining the skills, competencies and qualifications in preparation for employment. Maintain/develop existing links with relevant statutory, community and voluntary agencies, creating pathways for Participants

To ensure the effective and efficient management and co-ordination of the human, financial and material resources of the C.E. Project. Report to the Sponsoring Committee on its implementation.

#### Administration -

Administer all areas of finance including organisation, planning and control of Project budgets and accounts.

Prepare monthly Income, Expenditure and Bank Reconciliation

Prepare weekly payroll. Engage with Revenue/ROS as required.

Submit request for wage, material and training grants on a four weekly basis through Welfare

#### Partners

Maintain attendance, holiday and illness records

Prepare monthly reports for Committee on the progress of the Participants and confirm Project is progressing in line with Agreement.

Prepare Supervisor Reports for Board Meeting and attend same.

Prepare and submit Financial Monitoring and Programme and Training documentation as requested

#### Qualifications -

#### Desirable Candidate Requirements:

have attained a major 3rd level qualification: (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Resources Project Management or related disciplines.

Minor/component awards at Level 6 or higher are insufficient.

have not less than 3 years of supervisory experience.

have good report writing skills.

have strong ICT skills.

full driver's licence.

Please note Garda Vetting will be required for this role.

Salary commences at point 1 of the Supervisor Community Employment Salary Scale. A CE Supervisor who moves directly from one scheme to another with no break will retain their salary scale.

#### Application instruction:

Email cover letter and CV to [avenueroadcescheme@gmail.com](mailto:avenueroadcescheme@gmail.com) with 'C.E. Supervisor' in the subject line

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

#### **Career Level**

- Managerial