



Company Details Confidential



#JOB-2414035

HEBRON PK COMM CTR, Happe Hous, 22



Hebron Park, Kilkenny, Co. Kilkenny, R95

NA07



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



09/10/2025



17/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : kilkenny.ance@gmail.com



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



Community Employment Assistant 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

To assist in ensuring the effective and efficient administration and co-ordination of the human , financial and material recourses of the project. candidate.

Key Result Areas

Administration

Assist in the business administration of the project as directed by the Sponsor;

Assist in the preparation of financial returns i.e. wages claims, materials claims, and Participant Development Grant claims as deemed appropriate;

Assist in the maintenance and provision of all recording/tracking systems as may be required by the Supervisor, the Sponsor and/or DSP, e.g. attendance and absence records, follow-up and progression;

Training and Development

Fully participate in training provided by the Sponsor and the DSP.

Assist the CE Supervisor in sourcing and costing effective training/development opportunities to meet the training needs identified in participants Individual Learning Plans (ILPs).

Human Resources

To provide effective supervisory cover in the absence of the CE Supervisor as directed by the Sponsor, if qualified for the post.

To assist in planning and co-ordinating the agreed/approved work schedules for participants.

Carry out all functions relevant to the position of CE Assistant Supervisor as directed by the Sponsor.

Financial Monitoring and Programme and Training Monitoring

Assist in ensuring the CE scheme is compliant with financial and programme and training monitoring requirements as detailed in the relevant CE procedures.

Essential

Knowledge of Post

Have a reasonable knowledge and understanding of the role of the CE Assistant Supervisor in terms of the administration and day to day running of a CE scheme.

Work Experience

- Previous experience in office administration, computerised accounts and payroll is essential.
- Skills in MS Office or computerised accounts packages.
- Skills relevant to people management through previous work experience.

Interpersonal Skills

- Good communication skills
- Competent writing and reporting skills
- Ability to work effectively in a team environment and ability to prioritise tasks
- **Sector:** administrative and support service activities

Career Level

- Professional