



HELP 1 CEP Clg



#JOB-2414066



Saint Bridget's Centre, Roche's Road,
Wexford, Co. Wexford, Y35 Y4EP



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



29/09/2025



27/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : mfinnegan@help1.ie



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



Temporary CE 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

HELP 1 CLG is currently recruiting for the position of Supervisor Community Employment (CE) Scheme (Temporary Contract) to cover sick leave

We are seeking a CE Scheme Supervisor to ensure the effective and efficient management and co-ordination of the human, financial and material resources of the CE Scheme.

A core aspect of the role is to support and coach CE participants towards gaining the skills and competencies in preparation for employment.

Key Responsibilities

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

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

She/he will ensure the effective and efficient management and cooperation of personnel, financial and material resources of the CE Scheme.

Essential Skills and Core Competencies

Knowledge of Post

Have a solid understanding of the role of the CE Scheme Supervisor as it pertains to project management and programme delivery to long-term unemployed and vulnerable adults.

Display responsibility, commitment and motivation to implement the objectives of the Community Employment Programme.

Interpersonal Skills

Effective communication skills.

Competent report writing skills.

Experience of working with vulnerable individuals and job-seekers.

Capable of directing, motivating, coaching and mentoring jobseekers.

Ability to work under the direction of HELP 1 Board for the effective implementation of the CE Programme in line with our CE Operational Procedures.

Experience and Knowledge

Essential

Minimum of 3 years' supervisory experience, ideally within an organisation serving disadvantaged/marginalised groups.

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

Candidates must have a clean driving licence and access to their own vehicle.

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

Experience in Administration, Computer Literacy and Finance.

Desirable

Knowledge and understanding of underlying social conditions (economic, political, and cultural) which relate to Higher, Further and Access education and Early Years Education and Care.

Salary as per DSP guidelines

Application Process:

Please email the following documents to mfinnegan@help1.ie with subject line clearly marked:

Temporary CE Scheme Supervisor role:

Cover letter

Curriculum Vitae

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

Career Level

- Managerial