



Darndale Belcamp Village Centre



#JOB-2415934



Darndale Belcamp Vill Ctr, The Link Road,
Darndale, Dublin 17, D17 E027



No of positions : 1



Paid Position



39 hours per week



559.92 Euro Weekly



10/10/2025



27/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@villagecentre.ie



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



Assistant 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

Function: To assist in ensuring the effective and efficient administration and co-ordination of the human, financial and material resources of the project. The ideal candidate will have reasonable knowledge and understanding of Community Employment and the role of the Assistant Supervisor in terms of the administration and day to day running of the programme. Key Result Areas: Assist in the business and financial administration of the programme as directed by the CEO. Assist in the preparation of DSP wage, materials and participant development claims. Assist in the maintenance and provision of all recordings/tracking systems as may be required by the Supervisor, CEO and/or DSP, e.g. time and attendance, follow up and progression. Ensure the security of records are in compliance with GDPR. Assist in sourcing and costing effective training and development opportunities to meet the training needs identified in participants Individual Learning Plans. Commitment to the role and the advancement of CE participants Provide effective supervisory cover in the absence of the Supervisor as directed by the CEO. Assist in ensuring the CE programme is compliant with Financial and Programme and Training monitoring requirements. Carry out any other function as directed by the CEO. Person Specification: 3 years previous experience in office administration. Skills in Thesaurus, Excel and MS Office Applications. Good Communication Skills Excellent time keeping and attendance essential. 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