



Barnardos



#JOB-2416111



Suite 217, Blanchardstown Corpo, Ballycoolin,
Dublin 15, D15 HH63



No of positions : 1



Paid Position



40 hours per week



559.92 Euro Weekly



13/10/2025



10/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : claire.bruton@barnardos.com



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



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

Community Employment - Assistant Supervisor, 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. Previous experience in office administration, computerised accounts and payroll is essential. Skills in MS Office and relevant people management through previous experience. Good communication skills. Competent writing and reporting skills. The role is to assist in ensuring the effective and efficient administration, co-ordination of people management, financial and material resources of the project. Assist in the preparation of financial returns, wages claims and participant development grant claims as deemed appropriate. Assist in the installation, 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. To assist the Supervisor in sourcing and most effective training/development opportunities to meet the identified needs of each participant on the project. To provide effective supervisory cover in the absence of the CE Supervisor. To assist in induction and training plans for participants. Assist the Sponsor in providing a safe and healthy environment for participants both in terms of facilities and work practices. Assist in ensuring the CE Scheme is compliant with financial, programme and training monitoring requirements as detailed in the relevant CE procedures manual. Ability to work effectively in a team environment and ability to prioritise tasks.

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]