



North Drogheda CE Scheme Ltd



#JOB-2416952



9 Fair Street, Drogheda, Co. Louth, A92 T6WY



No of positions : 1



Paid Position



19.5 hours per week



To be Confirmed



17/10/2025



14/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : office@sppd.ie



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



Job Sharing Supervisor - Community Employment

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

Knowledge of Post:

- Have a solid understanding of the role of the CE Supervisor as it pertains to project management and programme delivery.
- Display responsibility, commitment and motivation to implement the objectives of the CE Programme.

• Work Experience:

- Previous supervisory and people management experience relevant to post (3 years minimum).
- Previous experience in Administration, Project Management and/or Training or other relevant positions.

• 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 the Sponsoring Organisation for the effective implementation of the CE Programme in line with the CE Operational Procedures.

• Qualifications :

- Major Award at 3rd Level of NFQ Level 6 or higher, preferably in Business/Financial Administration, Training, Human Resources, Project Management.
- ICT skills essential (e.g. MS Office).

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

Career Level

- Managerial