



Speedpak



#JOB-2420832



Unit 5-8, Small Bus Ctr, Clonsaugh Bus &
Tec, Dublin 17, D17 Y336



No of positions : 1



Paid Position



39 hours per week



37903.00-45779.00 Euro Annually



14/11/2025



05/12/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : careers@speedpak.ie

Address:

[peedpak Group, Units](#)

[5-7 Clonsaugh Business & Technology Park, Dublin](#)

[D17 Y336](#)



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Training & Development - 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

This is a fantastic opportunity for a skilled person with relevant experience to be part of a unique, innovative social enterprise making a real difference to people's lives.

A hands-on role working with individuals from various backgrounds, supporting their journey as they gain valuable commercial work experience and take the first step (back) into employment. Reporting to the CEO, the role oversees trainee General Operatives, Reception, and Administration staff, encouraging strong performance, skill growth, and progression.

We are seeking a motivated and organised individual to support the delivery of our Community Employment (CE) Programme.

Key duties include (not an exhaustive list):

- Ensuring CE Programme and funder compliance across all areas.
- Recruiting, inducting, and supporting trainees throughout their placement.
- Developing training plans and monitoring progress against work and training targets.
- Providing career guidance, job-seeking support, and HR administration (timesheets, contracts, general support).
- Planning and delivering workplace learning to build participant skills and employability.
- Managing participants placed with community host organisations.
- Building positive working relationships with funders, host organisations, and community partners.
- Maintaining HR and programme records and ensuring data protection compliance.
- Supporting ongoing monitoring, evaluation, and reporting.

What We Offer

- A meaningful role in an award-winning social enterprise.
- CE Supervisory salary scale: €37,903–€45,779 (starting at Point 1 unless transferring directly from

another scheme).

- 20 days annual leave + up to 2 company days; paid sick leave.
- Ongoing support, training, and development.

Please send your CV and a cover letter to careers@speedpak.ie or by post to Speedpak Group, Units 5-7 Clonsaugh Business & Technology Park, Dublin D17 Y336, by Friday 5 December 2025.

Please put 'CE Supervisor Application' in the subject line.

Please note: For those shortlisted, interviews will take place on 16 December 2025.

Following interviews, a panel may be formed for future vacancies.

If you have any questions about this role, please contact us on 01 8671707. We are happy to take your call.

Speedpak is an equal opportunities employer that values diversity and inclusion. We are committed to creating a supportive workplace for everyone, including those with additional needs.

- This vacancy is suitable for Remote/Blended working
- **Sector:** education

Career Level

- Managerial