



RATHCOOLE COMMUNITY COUNCIL

COMPANY LIMITED BY GUARANTEE



#JOB-2425430



RATHCOOLE COMMUNITY CENTRE, Main

Street, Rathcoole, Co. Dublin, D24 DX57



No of positions : 1



Paid Position



39 hours per week



728.92-880.37 Euro Weekly



19/12/2025



16/01/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [ciaran.power@rathcoolecommunity.ie](mailto:ciaran.power@rathcoolecommunity.ie)

Address:

[Chairperson \(RCC\)](#)

[Rathcoole Community Centre](#)

[Main Street,](#)

[Rathcoole,](#)

[D24 DX57.](#)



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## 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

Rathcoole Community Council (RCC) is a not-for-profit organisation dedicated to enriching the lives of people of all ages within our community. Through our community centre and Community Employment (CE) Scheme, we provide a welcoming, inclusive environment that supports social, educational, and recreational development while strengthening community cohesion.

#### Job Description

Community Employment (CE) Supervisor (Full time 39hrs p/wk)

Reporting to: Chairperson, Project Sponsoring Management Committee (RCC)

We are seeking an organised, motivated, and forward-thinking Supervisor to lead and coordinate the effective delivery of our Community Employment Scheme. A central part of this role is supporting CE participants—through coaching, training coordination, and mentoring to achieve new skills, gain recognised qualifications, and progress towards meaningful employment. The successful candidate will oversee the day-to-day operations of the CE programme, ensure efficient management of resources while fostering an inclusive, empowering, and community-driven environment.

#### Key Responsibilities

The terms and conditions for this role are governed by the CE Procedures Manual as issued to CE Sponsoring Organisations.

Demonstrate strong skills in the areas of administration, training and development, HR, CE scheme management and monitoring and compliance with regard to the CE financial, programme, and training monitoring requirements.

#### Essential Requirements

#### Knowledge & Core Competencies

Strong understanding of the role of a CE Supervisor as it pertains to project management and programme delivery. Display commitment, innovation and motivation to implement the objectives of the CE programme.

#### Experience

Minimum 3 years' experience in supervision, people management, or team leadership within community, education, training, or similar settings.

Experience in administration, project management, or training coordination.

#### Interpersonal & Leadership Skills

Exceptional people skills and ability to work collaboratively while also taking initiative and contributing creatively to programme development.

Excellent communication skills and ability to coach, mentor, and motivate individuals from diverse backgrounds.

#### Qualifications

NFQ Level 6 (or higher) Major Award in Business/Financial Administration, Human Resources, Training, Project Management, Community Development, or related disciplines.

#### Desirable Attributes

Experience in initiating/ running community development or social-impact projects.

Ability to seek out new partnerships, training opportunities, or community-based collaborations.

Demonstrate passion for building community wellbeing, social inclusion, and positive civic engagement.

Please submit CV by email to

[ciaran.power@rathcoolecommunity.ie](mailto:ciaran.power@rathcoolecommunity.ie)

Or post it to:

Chairperson (RCC)

Rathcoole Community Centre

Main Street,

Rathcoole,

D24 DX57.

Any queries please contact: 087-998-3586

Closing date: 5pm on Friday 16th January 2026

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

#### Career Level

- Managerial

#### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
  - **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)
- OR** Supervisor skills or community development background

- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Communications, Interpersonal Skills, Personal/Social Care
- **Competency Skills:** Collaboration, Initiative, Management, Teamwork