



Navan Travellers Workshops



#JOB-2427122



NAVAN TRAVELLERS WORKSHOP LTD.,
C.Y.W.S. Hall, Fair , Navan, Co. Meath, C15
D5DR



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



06/01/2026



03/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : mcunningham@travellerheritage.ie



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



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

We are seeking a motivated Community Employment (CE) Supervisor to manage our CE scheme, to ensure the effective and efficient management and co-ordination of the human, financial and material resources of the CE Scheme and report to the Sponsoring Committee on its implementation.

To providing support and coaching to participants while ensuring the scheme is run effectively and in line with all Department of Social Protection guidelines. The ideal candidate will have a minimum of a NFQ Level 6 award, 3 years of relevant supervisory experience, strong management and communication skills, and experience working with diverse groups.

Key Responsibilities:

- Directly supervise and mentor CE participants, fostering their development and motivation.
- Manage and organize internal and external work placements to meet scheme goals.
- To ensure the effective and efficient management and co-ordination of the human, financial and material resources of the CE Scheme and report to the Sponsoring Committee on its implementation.
- Assist participants in developing and achieving individual progression paths.
- Ensure compliance with all Community Employment Scheme guidelines set by the Department of Social Protection.
- Coordinate job search activities and training opportunities for participants.
- Maintain accurate records and report on progress as required.

Key Requirements:

- Proven supervisory experience (at least 3 years preferred).
- Strong leadership, coaching, and mentoring abilities.
- Excellent communication and interpersonal skills.
- Experience working with diverse groups, including those who have faced barriers to employment.
- Proficiency in ICT skills, such as Microsoft Office and financial management

- A strong understanding of the CE Scheme's role and objectives.

- **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)

(Desirable)

- **Ability Skills:** Administration, Financial
- **Competency Skills:** Initiative, Management
- **Specialising In:** knowledge of traveller culture
- **Driving Licence:** Full: B
- **Languages:** English C2-Master (Fluent)