



Assumption Parish Services



#JOB-2427212



CARLOW JETS CENTRE, 61/63 Burrin Street,  
Carlow, Co. Carlow, R93 H2V6



No of positions : 1



Paid Position



39 hours per week



571.12 Euro Weekly



09/01/2026



06/02/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : Chair@carlowareace.ie



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



## Community Employment (CE) 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

Assumption Parish Services CLG, Community Employment Scheme Sponsor Organisation, are seeking to recruit an Community Employment (CE) Assistant Supervisor, on a 12 month rolling contract, subject to approval from the Department of Social Protection (DSP), covering Carlow Town and Environs, Tinryland, Bennekerry and such other locations in Carlow Town or County as may be determined.

The candidate must meet the criteria of the job specification including:

Candidate Requirements:

- (a) Previous Experience: Candidates must provide evidence of previous assisting supervisory and people management relevant to the post (3 years minimum)
- (b) Candidate must provide evidence of experience in one or more of the following areas: Business / Financial, Administration, Communication & Interpersonal Skills, Training, Human Resources, People Management, Customer Service, ICT Skills (e.g. Microsoft Office), Payroll
- (c) Candidates must provide evidence of competency in one or more of the following areas: Collaboration, Decision Making, Initiative, Flexibility, Initiative
- (d) A 3rd level qualification (NFQ) level 6 Major (or higher) is desirable for the role
- (e) Access to own car and Full Driving Licence

Terms of Employment:

- (a) 39 hours per week (every week) irrespective of the specific work arrangements for the participants. The 39 hours excludes time off for lunch periods. Hours may be adjusted from time to time.

(b) Remuneration: Based on a 3-point scale, starting salary of €29698.24 rising in annual increments to €32169.28 or as determined by DSP, (6 months' probation).

(c) CE Assistant Supervisor shall report to the Supervisor & Chairperson as required

#### MAIN DUTIES & RESPONSIBILITIES

The CE Assistant Supervisor will be required to perform any duties, which may be assigned from time to time as appropriate to the position and to undertake all legitimate requests of APS CLG CE Scheme Sponsor Organisation and/or the Department of Social Protection (DSP). The employee must attend all C.E. Supervisor training/briefings organised by DSP as part of your supervisory role.

#### Function:

To assist with ensuring the effective and efficient management and co-ordination of the human, financial and material resources, of the CE Scheme and report to the Supervisor/Chairperson of the Board, assist with monthly report to the Management Committee on implementation of the Scheme. A core aspect of the role is to support and coach CE participants towards gaining the skills, competencies and qualifications in preparation for employment and personal development.

Short listing of candidates may apply

Garda Vetting is Required

Completed application and CV must be submitted online to [chair@carlowareace.ie](mailto:chair@carlowareace.ie)  
by 12 noon on Friday, 06th February, 2026

- **Sector:** other service activities

#### **Career Level**

- Managerial