



ACGV Ltd. c/o Duneske Leisure Centre



#JOB-2429354



Duneske Sport Complex, Townspark, Cahir,

Co. Tipperary,



No of positions : 1



Paid Position



19.5 hours per week



14849.12 Euro Annually



16/01/2026



13/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : annemackensponsor@acgvltld.ie



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



Assistant Supervisor (Job Sharing)

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

ACGV Ltd CE Scheme wishes to recruit an Assistant Supervisor (Job Sharing Position) for its community employment Scheme based in Cahir and surrounding areas.

The position of Assistant Supervisor is to assist in the day to day Administration of the CE project in conjunction with the Supervisor and to assist in ensuring the effective and efficient administration and co – ordination of financial and material resources of the project in conjunction with the operational guidelines issued by DSP.

Knowledge of post:

Have a reasonable knowledge and understanding of the role of the Community Employment Assistant Supervisor in terms of the administration and day to day running of a CE scheme.

Work Experience:

Previous experience in office administration, computerised accounts and payroll.

Skills in Excel, Sage/or other computerised accounts package and MS Office application.

Interpersonal Skills.

Must have good communication skills.

Competent writing and reporting skills.

Ability to work effectively in a team environment and ability to prioritise tasks.

Ability to work under the direction of the Employer/Sponsoring organisation for effective implementation of the CE programme in line with the CE operational Manual.

Job Functions:

Assist in business administration of the project as directed by sponsor.

Assist CE Supervisor in sourcing and costing effective training and development opportunities to meet the training needs identified in participant's individual learning plans.

Assist in ensuring that the CE scheme is compliant with financial & program and training monitoring

as per requirements as outlined and detailed in relevant CE procedures.

To assist in planning and co-ordinating the agreed/approved work schedules for participants.

To assist in the preparation of financial returns ie.: Wages claims, material claims, and participant development grant claims as deemed appropriate.

Assist in the maintenance and provision of all recording/tracking systems as may be required by the supervisor, the sponsor and/or DSP, eg: attendance and absence records.

Carry out any other function relevant to the position of Assistant Supervisor (Community Employment) as directed by the sponsor.

Qualifications: None. (3rd Level qualification will be considered an advantage.)

Full clean driving license essential.

APPLY: Applications by submission of CV which should include a short statement, outlining applicants' competencies in areas set out in the job specification / Personal Specification.

Applications should be submitted by email to the Secretary of ACGV Ltd. Email address: annemackensponsor@acgvlttd.ie

- **Sector:** other service activities

Career Level

- Not Required