



Linx Project CLG



#JOB-2429727



MEALS ON WHEELS, 66 Woodhazel Terrace,
Ballymun, Dublin 9, D09 N4C2



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



20/01/2026



17/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : linxprojectclg@gmail.com

Address:

[MEALS ON WHEELS](#)

[66 Woodhazel Terrace](#)

[Ballymun](#)

[Dublin 9](#)



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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

Reporting to: General Manager

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

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

Administration

Manage and maintain efficient financial and accounting systems in line with CE corporate governance standards.

Ensure timely and accurate submission of wage claims, materials claims, and training grant claims as required by DSP.

Oversee financial controls, including payroll, PRSI returns, payments, and bookkeeping

Training & Development

Conduct individual learner needs assessments and create Individual Learner Plans (ILPs) for all participants.

Source and coordinate cost-effective training opportunities in line with DSP procurement guidelines.

Support participants in achieving recognised qualifications, including NFQ Major Awards and industry-relevant courses.

Maintain and update training records and review progress regularly with participants.

Organise internal and external work placements.

Report regularly to the Project Development Officer (PDO) on ILP progress.

Human Resources

Coordinate recruitment of CE participants in accordance with DSP referral processes.

Develop and oversee participant work schedules and ensure contracts are issued and maintained.

Communicate effectively with participants through meetings, reviews, and one-to-one support.

Support individuals—particularly those long-term unemployed—to rebuild confidence, develop skills,

Essential Requirements

Knowledge & Core Competencies

Strong understanding of the role of a CE Supervisor and the needs of long-term unemployed and vulnerable adults.

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Experience

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

Experience in administration, project management, or training coordination.

Proven experience working with vulnerable individuals or jobseekers in a supportive, developmental capacity.

Interpersonal & Leadership Skills NFQ Level 6 Major Award in Business/Financial Administration, Human Resources, Training, Project Management, Community Development, or related disciplines.

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

Career Level

- Managerial