



Knockanrawley Resource Centre



#JOB-2433673



Knockanrawley Resource Centre, Clonmel  
Road, Tipperary, Co. Tipperary, E34 D832



No of positions : 1



Paid Position



39 hours per week



37903.84 Euro Annually



16/02/2026



16/03/2026

### How to apply

#### Application Method :

Not available



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



## Temporary 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

Knockanrawley Resource Centre CLG (KRC) is a community development centre delivering social inclusion programmes for individuals, families and communities in Tipperary Town since 1991. We deliver SICAP, Community Employment, Workability, Family Support and Early Years services, education and training.

We are seeking an experienced CE Supervisor for a fixed-term 4-month post to manage day-to-day delivery of our Community Employment scheme, supporting long-term unemployed participants to re-enter the labour market through work experience, training and individual development planning.

#### Contract details -

Contract: Fixed-Term – 4 Months | Hours: 39 per week

Salary: DSP CE Supervisor pay scale | Location: Tipperary Town

Closing Date: Wednesday, 26th February 2025 at 5:00pm

#### Key Responsibilities

Day-to-day management of CE scheme in line with DSP procedures

Budget planning and preparation of reports for DSP

Line management, induction and supervision of CE participants

Conduct training needs analysis and agree Individual Learner Plans (ILPs)

Support participants in CV preparation, job search and employment progression

Liaise with employers, stakeholders and DSP on participant development

Ensure Health & Safety compliance across all placements

#### Essential Requirements

NFQ Level 6+ qualification in Business, HR, Training, Project Management or related field

Minimum 3 years' people supervisory/management experience

Strong administration, reporting and IT skills

Excellent interpersonal and communication skills

Full clean driving licence and own transport

Desirable

Experience with long-term unemployed/employment activation

Finance experience

To apply - Submit CV and Cover Letter (max 2 pages) to:

emerduggan@knockanrawley.ie

Subject: "CE Supervisor Application – [Your Name]"

Tel: 062 52688 | www.knockanrawley.ie

KRC is an equal opportunities employer. This post is funded under the DSP Community Employment Programme.

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

### **Career Level**

- Managerial

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Driving Licence:** Full: B
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills
- **Competency Skills:** Decision Making, Management, Teamwork, Time Management