



Skerries Training Employment Project



#JOB-2436054



SKERRIES COMMUNITY CENTRE, Dublin

Road, Skerries, Co. Dublin, K34 K377



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



27/02/2026



27/03/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : eugenelehane1@stepltdce.com

Phone : 0894396263



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



## Assistant to 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

Community Employment Scheme Administration reporting to the Community Employment Supervisor

Job Description Administrative Office Assistant

Function:

To provide administrative assistance to the Community Employment Supervisor by

Assisting the Supervisor in the effective and efficient administration and co-ordination of the human, financial and material resources of the project.

DSP Assistant Supervisor salary scale

Annual Leave: 20 days.

Administration assisting and reporting to the Community Employment Supervisor

the administration of the project.

the preparation of financial returns i.e. wages claims, materials claim, and Participant Development Grant claims.

the maintenance and provision of all recording/tracking systems as required by the Supervisor, the Sponsor and/or DSP, e.g. attendance and absence records, follow-up, and progression.

Training and Development Provision

Fully participate in relevant training provided by the Sponsor and the DSP.

Assist the CE Supervisor source cost effective training/development opportunities to meet the training needs identified in participants Individual Learning Plans (ILPs).

Human Resources

To provide effective supervisory cover in the absence of the CE Supervisor as directed by the Sponsor, subject to relevant and approved qualifications for the supervisory post.

Assist the CE Supervisor in planning and co-ordinating the agreed/approved work schedules for participants.

Conduct all functions relevant to the position of CE Assistant Supervisor as directed by the CE Supervisor / Sponsor.

Financial Monitoring and Programme and Training Monitoring

Assist the CE Supervisor ensuring the CE scheme is compliant with financial and programme and training monitoring requirements as detailed in the relevant CE procedures.

#### Essential

Good knowledge and understanding of the role of the CE Assistant Supervisor in terms of supporting the Community Employment Supervisor in the administration and day to day running of a CE Scheme.

Previous experience in office administration, computerised accounts and payroll is essential.

Skills in MS Office or computerised accounts packages including payroll Skills relevant to people management through previous work experience.

#### People Skills

Effective communication skills.

Competent writing and reporting skills.

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

Current full clean Driving Licence. Business Use Insurance required for own car.

#### Additional Information

Performance review in line with CE Guidelines.

Administration experience (minimum 3 years)

Garda Vetting.

Good command English (minimum English C1 advanced).

Minimum Level 5 qualifications

Two written Employment References available on request

Collaborative flexible teamwork effective and timeliness

Applicants must be legally entitled to work within Ireland and the EU.

- **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, Communications, Computer Literacy, Customer Service
- **Competency Skills:** Leadership, Priority Planning, Teamwork, Time Management
- **Specialising In:** office skills it skills includ;ng microsoft office google sag
- **Driving Licence:** Full: A, BE
- **Languages:** English C2-Master (Fluent)
- **Proximity Locator Distance:** 50 Kilometres