



RATHCOOLE COMMUNITY COUNCIL
COMPANY LIMITED BY GUARANTEE



#JOB-2443498



RATHCOOLE COMMUNITY CENTRE, Main
Street, Rathcoole, Co. Dublin, D24 DX57



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



20/04/2026



08/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : ciaran.power@rathcoolecommunity.ie



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



Assistant CE Scheme 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

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 jobholder will support and deputise for the CE Scheme Supervisor in overseeing the day-to-day operations of the CE programme. In working with CE Scheme participants, the jobholder will have a key part to play in fostering an inclusive, empowering, and community-driven environment.

Key Responsibilities

1. Administration

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

Assist in the preparation of financial returns i.e. wages claims, materials 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, e.g. attendance and absence records, follow-up and progression.

2. Training & Development

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

Assist the CE Supervisor in sourcing and costing effective training/development

opportunities to meet the training needs identified in participants Individual Learning Plans (ILPs).

3. Human Resources

To provide effective supervisory cover in the absence of the CE Supervisor as directed by the Sponsor, if qualified for the post.

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

Carry out all functions relevant to the position of CE Assistant Supervisor as directed by the Sponsor.

4. Financial Monitoring and Programme and Training Monitoring

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

5. Knowledge of Post

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

6. Experience

Minimum 2 year's experience in team supervision within community, education, training, or similar settings.

Experience in administration, maintenance of work standards, and training coordination.

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

Demonstrated passion for building community wellbeing, social inclusion, positive civic engagement.

Engaging with others, understanding their needs, and maintaining good working relationships with staff and aiding in resolving any issues that may arise.

7. Qualifications

NFQ Level 6 (or higher) Major Award in Business/Financial Administration, Human Resources, Training, Project Management, Community Development, or related disciplines.

Strong ICT skills, including proficiency in Microsoft Office and digital administration tools.

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

Career Level

- Experienced [Non-Managerial]