



Company Details Confidential



#JOB-2443577



Ballyhoura Centre, Main Street, Kilfinane, Co.

Limerick, V35 T2P3



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



17/04/2026



15/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : amee@ballyhoura.org

Address:

[Ballyhoura Heritage & Environment CLG, Main Street,](#)

[Kilfinane, Co. Limerick](#)

[V35 T2P3](#)



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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

Ballyhoura Heritage & Environment Clg is seeking applications from suitably qualified candidates for the following vacancy.

Community Employment Supervisor

Responsibilities: To ensure the effective and efficient management and co-ordination of the human, financial and material resources of the CE Scheme and report to the Board of Ballyhoura Heritage & Environment on its implementation. A core aspect of the role is to support and coach CE participants towards gaining the skills and competencies in preparation for employment.

The CE Scheme Supervisor will oversee the operations of the Community Employment Scheme which focuses on the development and maintenance of recreation, heritage, environment, culture infrastructure and services.

Essential:

Candidates should have 3 years supervisory experience.

CE Supervisor candidates must evidence competency in one or more of the following areas: Business/Financial Administration, Communication and Interpersonal Skills, Training, Human Resources, People Management, ICT skills (e.g. Microsoft Office) and Payroll.

Driving Licence: Full B

Desirable:

Major 3rd level qualification (QQI Level 6 or higher) in Business/Financial Administration, Training, Human Resources, Project Management or related disciplines

Experience in outdoor recreation, environment, culture, heritage or related disciplines.

Interpersonal Skills:

Effective communication skills.

Excellent report writing skills.

Experience of working with vulnerable individuals and jobseekers.

Capable of directing, motivating, coaching and mentoring jobseekers.

Ability to work under the direction of the Sponsoring Organisation for the effective implementation of the CE Programme in line with the CE Operational Procedures.

Knowledge of Post:

Have a solid understanding of the role of the Community Employment Supervisor as it pertains to project management and programme delivery to long-term unemployed and vulnerable adults.

Display responsibility, commitment and motivation to implement the objectives of the Community Employment Programme.

Good knowledge of outdoor recreation, environment, culture, heritage facilities, infrastructure and services.

To apply please send CV and cover letter by email only to amee@ballyhoura.org

Closing date for receipt of applications is 15/05/2026

Canvassing will disqualify.

Ballyhoura Heritage & Environment is an equal opportunities employer.

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

Career Level

- Executive