



Coolmine Therapeutic Community



#JOB-2443832



Coolmine Lodge, Grove Road,
Blanchardstown, Dublin 15, D15 AK66



No of positions : 1



Paid Position



35 hours per week



37803.00-45499.00 Euro Annually



20/04/2026



18/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : dylan.murphy@coolminetc.ie



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



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

Role Responsibilities: (Include, but not limited to)

1. Complete financial/administrative duties for Scheme, and, provide one-to-one coaching, personal-development workshops and general support to CE Participants.
2. Assist in the management of the entire CE Scheme recruitment process from vacancy to placement and induction, smoothly and efficiently, in line with DSP requirements to ensure that the scheme numbers (14 total; 7:1 ratio) are maintained.
3. To develop, implement and evaluate individual learning plans and training plans for both individuals and the CE Scheme as a group, to ensure that participants are being developed to their maximum potential and that budgets are being utilised efficiently
4. Establish good working relationships and networks in the wider community while fostering a sense of responsibility and commitment between clients and their placement.
5. Build CE participants motivation to learn through regular coaching, support and supervision and, when necessary, to initiate disciplinary proceedings in order to ensure that issues are dealt with promptly
6. Complete all relevant DSP documentation on time and in line with requirements and ensure that all administrative duties relating to the financial systems of the scheme are dealt with in a timely manner.
7. Work closely with the Team Leaders/Service Managers/CE Supervisor in relevant locations regarding the day-to-day activities and development of the participants and on such issues as holidays, rotas, absenteeism etc in order to ensure that the projects are receiving maximum benefit from the CE participants
8. Complete all relevant DSP documentation on time and in line with requirements and ensure that all administrative duties relating to the financial systems of the scheme are dealt with in a timely manner.
9. Be open to directions from DSP.
10. Assist in the management of the CE Scheme budgets in conjunction with the Accounts

Administrator to ensure that the scheme.

11. To monitor and evaluate individual participant work placements in conjunction with other agency personnel and to carry out regular training reviews, performance reviews and six-monthly appraisals.

This will include exit and progression planning for individual participants.

12. To participate in regular CE Scheme and Coolmine Therapeutic Community meetings as and when required in order to ensure that communication is clear and effective for both client and the community.

13. To ensure that the CE participants are adhering to all Health and Safety policies of the projects in order to ensure their safety and well-being and that of the other staff and Service Users.

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter to Dylan Murphy, HR Coordinator on hr@coolminetc.ie

Please quote the application reference number CTC/HR/DUB/ADM/CERA/0426

- This vacancy is suitable for Remote/Blended working
- **Sector:** human health and social work activities

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Creativity, Interpersonal Skills
- **Competency Skills:** Collaboration, Flexibility, Networking, Working on own Initiative
- **Languages:** English B2-Upper intermediate