



St. Andrews Resource Centre



#JOB-2444295



Saint Andrew's Resource Centre, 114-116

Pearse St, Dublin 2, D02 PR44



No of positions : 1



Paid Position



39 hours per week



582.54 Euro Weekly



22/04/2026



20/05/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [e.wilson@standrews.ie](mailto:e.wilson@standrews.ie)



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



## Assistant Supervisor - Community Employment

### 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

Job Title: Assistant Supervisor - Community Employment

Contract Type: Full-time annual contract as per funding contract with DSP (Department Social Protection)

Location: 114-116 Pearse Street Dublin 2

Organisation: St Andrews Resource Centre

Reporting To: Chairperson St Andrews Resource Centre

Salary: €582.54 point 2 of DSP CE supervisor salary

### About the Role

St Andrew's Resource Centre is a long-established Family Resource Centre serving the communities of Westland Row, City Quay, and the wider Dublin 2 area. We provide integrated services to support families across the life cycle, grounded in principles of community development, inclusion, innovation, and partnership.

We are seeking a motivated, organised, and people-focused Community Employment Assistant Supervisor who is not only looking for meaningful work but for long term professional growth to assist in the day-to-day operations of our CE Programme. The successful candidate will play a key role in ensuring the smooth and efficient operation of the program, supporting participants throughout their journey.

### Job Description – Community Employment Assistant Supervisor

#### Administration & Monitoring

Assist in managing the human, financial, and material resources of the CE project.

Maintain and implement recording/tracking systems for participants, including attendance/absence records, induction/training records, and progression records.

Ensure claims (wages, participant development grants, and material claims) are submitted according to the standards required by the Department through the Welfare Partners system.

Provide supervisory coverage in the absence of the CE Supervisor.

Ensure compliance with CE procedures, financial guidelines, training monitoring, and corporate governance.

#### Training & Development

Assist in identifying the training and development needs of participants (via the Individual Learner Plan – ILP) and coordinate cost-effective training opportunities leading to recognised qualifications (e.g., major awards or industry standards).

Maintain training records, monitor outcomes, and update the Welfare Partners system as necessary.

#### Human Resources / Participant Supervision

Assist in planning and coordinating participants' work schedules in line with the approved project plan.

Engage with participants through induction, training, supervision, and progression planning.

Support participants in their progression toward employment/job readiness and assist with exit planning.

#### Health & Safety / Scheme Environment

Ensure that the scheme environment is safe and healthy for participants, in terms of facilities and work practices.

Ensure that work placements and tasks align with the agreed project plan and contract.

#### Additional Role Details / Conditions

The Assistant Supervisor role is full-time (39 hours per week) for the duration of the CE contract.

The position requires proficiency in office administration.

Participation in supervisor/assistant-sup

- **Sector:** other service activities

#### **Career Level**

- Not Required