



Letterkenny Community Centre CLG



#JOB-2444609

LETTERKENNY COMMUNITY CENTRE,



Pearse Road, Letterkenny, Co. Donegal, F92

K060



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



24/04/2026



15/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : lkcommunitycentre@gmail.com



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



Assistant Community Employment (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

Assistant CE Supervisor – Letterkenny Community Centre

Letterkenny Community Centre is recruiting an Assistant Community Employment (CE) Supervisor to support the delivery of its DSP-funded CE Scheme.

Duties include assisting the CE Supervisor with:

Participant intake, exits, and Individual Learner Plans (ILPs)

Monitor attendance and records

Coordinate training and job-seeking supports

Prepare DSP claims and assist with accounts/audits

Report to Management Committee

Requirements:

Training/development experience

Strong admin, IT (MS Office, Excel, etc.), and organisational skills

Excellent communication, teamwork, and confidentiality

Ability to support participants with empathy

Desirable but not essential:

Office supervisory experience

Own car and a full clean driving license

Shortlisting applies.

Contract: Fixed-term (1 year), subject to DEASP funding

Salary in line with DSP Assistant Supervisor payscale (starting at Point 2) €648.08

Apply: CV + cover letter to lkcommunitycentre@gmail.com

Closing Date: 15 May 2026, 3 pm

- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]