



Allen Area C.E.P. Company Limited by

Guarantee



#JOB-2448169



Ballyteige North, Kilmeague, Co. Kildare, W91

VEW8



No of positions : 1



Paid Position



39 hours per week



743.49 Euro Weekly



13/05/2026



20/05/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : allenareacep@gmail.com



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



## Community Employment 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

The Community Employment Supervisor will be responsible for:

The day to day management of Allen Area CE, ensuring the effective and efficient supervision of approx. 80 participants across County Kildare and the accompanying financial and materials resources of the CE Scheme.

#### Administration:

Oversee the day to day management of the scheme

Supervise and manage the time keeping record system for participants

Liaise with the local DSP Office as required

Liaise with relevant support agencies as required

Keep monthly Supervisor Progress Reports

Keep Financial Best Practice records balanced and up to date

Organise AGM's and Board meetings

Organise Garda vetting for the roles that require same

#### Training & Development:

Carry out an identification of learner needs with each participant as part of the Individual Learner Plans (ILP) and prepare same.

Identify appropriate training providers for training requirements and source and co-ordinate cost effective training / development opportunities in line with DSP procurement guidelines

Maintain and update training records (paper based and Welfare Partners) for each participant on the scheme as part of their ILP's.

Monitor and review training inputs with all participants

Implement job search and employment related activities with participants

Ensure participant outcomes contained in the approved CE Application are achieved.

#### Human Resources:

Implement the CE Recruitment process as per the CE Procedures Manual

Ensure the DSP referral procedures are in place for each participant

Plan and coordinate the induction process and ensure contracts of employment are in place for all participants

Communicate effectively with all participants including at one to ones, team meetings and group meetings

Address disciplinary matters

Develop an exit plan with each participant identifying follow up and extra supports as required

Manage the staff resources of the scheme

Engage in staff training and development

Scheme Management:

Ensure a safe and healthy environment for staff in terms of facilities and work practices

Supervise, schedule and manage participants

Carry out any other function relevant to the position of a Community Employment Supervisor as indicated by Allen Area CE

Ensure the scheme is compliant with financial, programme and monitoring requirements as detailed in the CE Procedures Manual

Ensure that the progression targets approved in the CE Scheme Application form are met.

Education & Skills:

QQI Level 6 Admin/ Business/ HR/Finance desirable

Bookkeeping skills

A minimum of 3 years supervisory management experience mandatory

Good IT Skills

Full clean driving licence and access to a car mandatory

Payroll Experience preferable

Experience with BOI Business Banking online and ROS preferable

Salary starting point 1 of a 4 point scale

Start Mid June based in Ballyteague, Co Kildare

Applicants please send CV to [allenareacep@gmail.com](mailto:allenareacep@gmail.com) along with cover letter

Shortlisting will apply and canvassing will disqualify.

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

### **Career Level**

- Managerial