



The Leixlip Amenities Group Limited by

Guarantee



#JOB-2449724



LEIXLIP AMENITY CENTRE, Station Road,

Leixlip, Co. Kildare, W23 R942



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



22/05/2026



05/06/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : paul@leixlipamenities.ie



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



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 Opportunity: Community Employment Supervisor

Leixlip Amenities Sports Centre

Leixlip Amenities Sports Centre is seeking an experienced and motivated Community Employment (CE) Supervisor to join our team. This is a key leadership role supporting the delivery of the CE Programme and ensuring high-quality participant development in line with Department of Social Protection (DSP) guidelines.

Position Details

Job Title: Supervisor – Community Employment.

Reporting to: Sponsoring Management team.

Essential Requirements

Knowledge of the Post

Strong understanding of the CE Supervisor role, including project management and programme delivery

Demonstrated responsibility, commitment and motivation to implement the objectives of the CE Programme

Work Experience

Minimum 3 years' supervisory and people-management experience relevant to the role

Previous experience in Administration, Project Management, Training, or other relevant areas

Interpersonal Skills

Effective communication and competent report-writing skills

Experience working with vulnerable individuals and jobseekers

Ability to direct, motivate, coach and mentor participants

Capacity to work under the direction of the Sponsoring Organisation to ensure full compliance with CE Operational Procedures

Qualifications

Major Award at NFQ Level 6 or higher, ideally in Business/Financial Administration, Training, Human Resources, or Project Management

Strong ICT skills essential (e.g., MS Office)

Key Responsibilities

Supervise, support and mentor CE participants in their daily duties

Develop and monitor Individual Learning Plans (ILPs)

Maintain accurate records, reports and compliance documentation

Liaise with the DSP and the Sponsoring Organisation

Ensure safe, efficient and high-standard work practices across the centre

Contribute to the overall operations and community-focused mission of the sports complex

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

Career Level

- Not Required