



Allen Area C.E.P. Company Limited by

Guarantee



#JOB-2450696



Ballyteige North, Kilmeague, Co. Kildare, W91

VEW8



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



28/05/2026



25/06/2026

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 Assistant 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

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

Maintain and implement attendance/ induction/ training and progression records for Participants

Ensure claims (wages, development grants and materials claims) are submitted according to the procedures and timelines required by the DSP through Welfare Partners System.

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

Assist with participant supervision and the recruitment of new participants

Prepare financial returns, wages claims, materials claims, bank reconciliation forms.

Completing administration duties such as recording and inputting data, cheque payments book, filing, photocopying, answering emails and phones etc

Assist in identifying the training and development needs of participants through Individual Learner Plans and coordinate cost-effective training opportunities

Assist with participants work schedules in line with the approved project plan.

Research and source accredited training opportunities and work experience

Correspond with other agencies re participant training & progression

Education/ Skills

Level 5 (or higher) Qualification in Administration/ Business

1 year experience in a supervisory role mandatory

Good communication skills mandatory

Previous Office Skills to undertake relevant administrative duties

Strong organisational and IT skills

Payroll/ Accounts experience desirable

Knowledge of Community Employment Programme preferable

People Management Skills desirable

Marketing and Social Media skills desirable

Candidates must have a full clean driving licence and access to own transport

Role:

39 hours per week

Based in Ballyteague, Co Kildare

Starting salary point 2 of a 4 point scale €582.54

Start date July 2026

Shortlisting will apply and canvassing will disqualify

Please send CV with cover letter to allenareacep@gmail.com

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

Career Level

- Managerial