



ABBEYLEIX PARISH DEVELOPMENT

COMPANY CLG



#JOB-2450895



Knocknamoe House, Ballinakill Road,  
Abbeyleix, Co. Laois, R32 V30Y



No of positions : 1



Paid Position



16 hours per week



To be Confirmed



29/05/2026



26/06/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [knocknamo@yahoo.ie](mailto:knocknamo@yahoo.ie)



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



## Community Employment Assistant Supervisor (Jobshare)

### 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 CE Sponsoring Organisation is responsible for the terms and conditions of employment of Assistant Supervisors as outlined in the CE Procedures Manual. These guidelines are recommended for inclusion in job specifications drawn up for Assistant Supervisors by the Sponsoring Organisation.

Title: Assistant Supervisor - Community Employment

Reporting to: Supervisor - Community Employment

Function: To assist in ensuring the effective and efficient administration and coordination of the human, financial and material resources of the project.

Key Result Areas;

Administration

Assist in the business administration of the project as directed by the Sponsor;

Assist in the preparation of financial returns i.e. wages claims, materials claims, and Participant Development Grant claims as deemed appropriate;

Assist in the maintenance and provision of all recording/tracking systems as may be required by the Supervisor, the Sponsor and/or DSP, e.g. attendance and absence records, follow-up and progression; Training & Development

Fully participate in training provided by the Sponsor and the DSP.

Assist the CE Supervisor in sourcing and costing effective training/development opportunities to meet the training needs identified in participants Individual Learning Plans (ILPs).

Human Resources

To provide effective supervisory cover in the absence of the CE Supervisor as directed by the Sponsor, if qualified for the post.

To assist in planning and co-ordinating the agreed/approved work schedules for participants.

Carry out all functions relevant to the position of CE Assistant Supervisor as directed by the Sponsor.

Financial Monitoring and Programme and Training Monitoring

Assist in ensuring the CE scheme is compliant with financial and programme and training monitoring requirements as detailed in the relevant CE procedures.

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

**Career Level**

- Managerial