



FERBANE/BELMONT COMMUNITY



EMPLOYMENT COMPANY COMPANY

LIMITED BY GUARANTEE



#JOB-2452841

FERBANE AND BELMONT COMM EMPLO,



The Presbytery, Chapel Lane, Ferbane, Co.

Offaly, R42 WY43



No of positions : 1



Paid Position



39 hours per week



743.49 Euro Weekly



11/06/2026



09/07/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [joem@ferbanebelmontce.com](mailto:joem@ferbanebelmontce.com)

Address:

[Ferbane and Belmont Community Employment](#)

[The Presbytery](#)

[Ferbane](#)

[Co Offaly](#)

[R42 WY43](#)



## 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 main duties of this position will be to ensure the effective and efficient management and co-ordination of the financial and material resources of the CE Scheme and report to the sponsoring committee on its implementation. A core aspect of the role is to support and coach CE participants towards gaining the skills, competencies, and qualifications in preparation of employment. To manage day-to-day supervision of the scheme's participants and all the relevant health and safety requirements. To act as point of support to participants and to allocate tasks and responsibilities to them as appropriate. To accurately maintain the accounting/administration requirements of the scheme in a timely manner, and to report the key outputs to the project management committee on a regular basis. To undertake any other duties that may be assigned as appropriate to this position by the project management committee.

CE Supervisor Candidate must have 3 years supervisory experience.

The successful candidate must meet the criteria of the job specification, must show evidence of competency in one or more of the following areas:

Business/ Financial Administration

Communication and Interpersonal Skills

Training and People Management

ICT Skills (e.g. Microsoft Office, Excel) & Payroll

Previous supervisory and people management experience relevant to the post (3 Years Minimum).

Previous experience in administration, project management and/or training or other relevant positions plus access to own car and a full clean driver's license.

Full-Time position working 39 hours per week. This role is initially a 12 month fixed term contract.

The salary for the role is DSP Supervisory Salary Scale commencing at POINT 1 on the scale.

Short-listing of candidates may apply.

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online



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

### **Career Level**

- Managerial