



Barnardos



#JOB-2455705



Suite 217, Blanchardstown Corpo, Ballycoolin,
Dublin 15, D15 HH63



No of positions : 1



Paid Position



39 hours per week



743.49-897.98 Euro Weekly



07/07/2026



04/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : mary.odriscoll@barnardos.ie



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



Community Employment CE 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

Administration:

Maintain financial and accounting systems in line with CE governance requirements as directed by the Sponsor Group

Manage payroll, financial returns (Wages and material claims, etc.) (Welfare Partners) and ensure compliance with DSP (Department of Social Protection) standards.

Implement systems controls for payroll, bank accounts, and PRSI returns as directed by the Sponsor Group

Ensure accurate payment of participant allowances and secure all grants available.

Maintain timekeeping and attendance records.

Ensure effective flow of communication liaise with the DSP and other stake holders.

Review and approve all financial and administrative work prepared by the Assistant Supervisor prior to submission

Training & Development:

Assess participant learning needs and develop Individual Learner Plans (ILPs) (Welfare Partners) to be submitted to DSP in line with CE procedures

Identify and organise cost-effective training aligned with DSP procurement guidelines

Ensure access to recognised qualifications (NFQ Major Awards or industry equivalents)

Maintain training records for each participant on the project (Welfare Partners) and arrange work placements- internal and external as required

Human Resources:

Proactively recruit CE participants per DSP and Sponsor recruitment and referral guidelines

Supervise participants and manage work experience placements

Develop and implement induction programs and work schedule this includes the implementation of full induction process for new participants in conjunction with managers

Maintain effective communication with participants through team meetings and formal and informal one-on-ones

Develop a mutual understanding with participants in relation to their needs for re-entry to work where

the participant had been long-term unemployed and needs to develop a clear progression path

Deal with participants disciplinary matters in accordance with provided procedures and best practice guidelines

Liaise with employers to support participant transitions to work

Develop exit plans and track participant progress for four months post-CE

Scheme & Financial Management including Programme and Training Monitoring:

Ensure the CE scheme is fully compliant with financial, programme and training monitoring requirements as detailed in the relevant CE procedures manual.

Maintain overall responsibility for the financial management of the scheme, including oversight, review and approval of all financial returns (e.g. wages claims, material and participant development grant claims)

Ensure all financial systems, records and controls are accurate, up to date and audit ready in line with DSP and Sponsor requirements.

Monitor and manage scheme expenditure in line with approved budgets and ensure effective use of all available funding.

Ensure full compliance with Barnardos Community Employment scheme day to day operating procedures, including financial and training monitoring requirements.

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

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

(Desirable)

- **Ability Skills:** Administration, Communications, Financial, Interpersonal Skills
- **Competency Skills:** Decision Making, Management, Time Management, Working on own Initiative
- **Specialising In:** supporting vulnerable people; assisting people to upskill; identifying suitable training
- **Driving Licence:** Full: B