



Portlaoise CE Group CLG



#JOB-2457073



Portlaoise, Co. Laois,



No of positions : 1



Paid Position



39.5 hours per week



Competitive



08/07/2026



30/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : declan@pceg.ie



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



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

Function: To ensure the effective and efficient management and co-ordination of the CE Scheme

Key Result Areas

Administration:

- Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by the Sponsoring organisation.
- Ensure the financial returns i.e. wages claims, materials claims and participant development grant claims meet the standard as laid down by Welfare Partners.
- Install and manage an effective time keeping record system for participants on the scheme.
- Liaise with local Department Officer as required.

Training & Development Provision:

- Carry out and prepare an identification of learner needs with individual participants as required, as part of the Individual Learner Plan process.
- Identify needs and source and co-ordinate cost effective training/development opportunities in line with Department procurement guidelines.
- Ensure access to recognised qualifications for participants, with a focus on the achievement of relevant qualifications including Major Awards on the National Framework of Qualifications (NFQ) or industry related standards.
- Maintain and update training records for each participant and plan and organise work placements internal and external.

Human Resources:

- Co-ordinate the recruitment of CE applicants in accordance with the Department's CE recruitment and referral process.
- Ensure annual contracts of employment are in place for each participant.

- Communicate effectively with all participants and develop a clear progression path.

Scheme Management:

- Ensure work placements on the scheme are in line with the CE Application.
- Supervise, schedule and manage participants.
- Ensure the scheme is compliant with financial, programme and training monitoring requirements.

CE Supervisor – Personal Specification:

Essential:

- Knowledge of Post
- Have a good understanding of the role of the CE Supervisor as it pertains to project management and programme delivery.

Work Experience:

- Previous supervisory and people management experience 3 years minimum.
- Previous experience in Administration, Project Management and/or Training or other relevant positions.

Interpersonal Skills:

- Effective communication skills.
- Competent report writing skills.
- Experience of working with vulnerable individuals and job-seekers.
- Capable of directing, motivating, coaching and mentoring jobseekers.
- Ability to work under the direction of the Sponsoring Organisation for the effective implementation of the CE Programme in line with operational procedures.

Qualifications:

- Major Award at 3rd level of NFQ level 6 preferably in Business/Financial Administration, Training, Human Resources, Project Management.
- ICT Skills essential

Send cover letter with CV to declan@pceg.ie on or before July 30th

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

Career Level

- Managerial