



KILKENNY CARERS SUPPORT SERVICES

LIMITED



#JOB-2457264



Waterford Road, Kilkenny, Co. Kilkenny, R95

Y96D



No of positions : 1



Paid Position



39 hours per week



743.49 Euro Weekly



08/07/2026



22/07/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [ciara@kilkennycarersgoup.ie](mailto:ciara@kilkennycarersgoup.ie)



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



## Supervisor - Community Employment

### 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

Based at Kilkenny Social Services, Waterford Road, Kilkenny.

Purpose: To ensure the effective and efficient management and co-ordination of the human, financial and material resources of a 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 for employment.

Kilkenny Carers Community Employment are seeking to recruit a CE Supervisor on a 12-month rolling contract subject to approval from the Department of Social Protection (DSP).

The successful candidate must meet the criteria of the job specification including:

Work Experience - Previous supervisory and people management experience relevant to post (3-years minimum). Previous experience in administration, project management and/or training or other relevant positions.

#### Candidate Requirements

Minimum Experienced Required: 3 years

Minimum Qualification: Major Level 6 Award (including Higher Advanced Certificate & National Craft Certificate).

Full clean driving licence and access to a car.

Desirable

Ability Skills: Administration, Communications, Customer Service

Competency Skills: Collaboration, Decision Making, Flexibility, Initiative

Successful applicant will have to submit to Garda Vetting

#### Objectives of Role

Work within the overall Vision and Objectives of Kilkenny Carers

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

Provide effective placement planning and implementation with scheme sponsors.

Provide effective communication (verbal and written) to all stakeholders: Department of Social Protection, Scheme sponsors.

To encourage Individual Learning Plans (ILP) for each participant. Encouraging learning and subsequent progression to full time employment.

Make referrals to education, training and employment opportunities. Supporting access for each participant.

To provide placement supports to enable the directing, motivating, coaching and mentoring of jobseekers. Ability to work under the direction of the Sponsoring committee.

Adhere to company health and safety policy and procedures, identify hazards and undertake point of work risk assessments as required.

Adhere to meeting with Chairperson and others as appointed as required.

Ensure effective Business/Financial Administration, Communication & Interpersonal Skills, Training, Human Resources, People Management, ICT skills (e.g. Microsoft Office) and Payroll.

To ensure the effective planning and implementation of the CE Programme in line with the CE Operational Procedures.

Equal Opportunities: We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work. Client Focus is paramount in achieving this.

- **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
- **Competency Skills:** Decision Making, Initiative
- **Driving Licence:** Full: B
- **Languages:** English C1-Advanced