



ACRG (Aftercare Recovery Group)



#JOB-2458091



ACRG, 48 Seville Place, Dublin 1, D01 AD72



No of positions : 1



Paid Position



40 hours per week



571.12-618.64 Euro Weekly



14/07/2026



11/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@acrg.ie



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



Assistant 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

ACRG is a structured drug free, abstinence-based day programme for those in recovery from substance abuse. We are currently recruiting for an Assistant CE Supervisor to assist in ensuring the effective and efficient administration and co-ordination of the human, financial and material resources of the project.

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 claim, 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 and Development Provision

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.

Conduct 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:** human health and social work activities

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

OR Business, finance and administration

- **Specialising In:** communication skills; interpersonal skills; ms excel; ms office; ms word; nication skills; strong it skills; strong writing skills; verbal communication

(Desirable)

- **Ability Skills:** Personal/Social Care, Technical IT
- **Competency Skills:** Flexibility, Teamwork, Working on own Initiative