



Valley Community Employment Project



#JOB-2461039



Balheary Industrial Park, Swords, Co. Dublin,



No of positions : 1



Paid Position



39 hours per week



743.49 Euro Hourly



31/07/2026



28/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : mary.watters@citinfo.ie



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



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 Community Employment Supervisor will be responsible for the effective and efficient management of the human, financial and material resources of the Community Employment Programme, ensuring that the scheme is being run in accordance with DEASP guidelines and is of maximum benefit to both participants and the organisations.

Supervision of up to 42 Community Employment Participants

Co-ordinating with the Assistant Supervisor to deliver the goals of the scheme

Reporting to the Board of the Valley CE Scheme, with line management by the Chair of the Board.

Key Requirements:

- Understanding of the needs of the long-term unemployed
- Excellent knowledge of MS Office suite and good IT skills
- Excellent communication skills, written and verbal
- Excellent proven financial management skills
- Ability to adapt to changing situations
- Excellent time management skills
- Minimum NFQ Level 6 (Major) in Human Resources, Business or related field
- Minimum 3 years' Supervisory Experience
- As this role requires travel to each of the locations where there are placements, a Driving license and access to a car is desirable, applicants must be able to show how they will discharge the duties of the post if they do not have same. (Public transport does not serve all locations.)

Salary: Successful applicants will be appointed on point 1 of the salary scale which is €743.49 weekly. The salary scale is a four point incremental scale. (Existing supervisors will maintain their point on the scale should they be the successful applicant.)

Please apply by email only with C.V. and Cover Letter to mary.watters@citinfo.ie with "Valley CE supervisor" in the subject line. Closing Date: 15th August at 1pm

- Sector: administrative and support service activities

This position is based in Swords and covers the Swords, Balbriggan, Donabate and Portrane areas

Valley CE are an equal opportunities employer. We celebrate diversity and are committed to

creating an inclusive environment. We are committed to providing reasonable accommodation for applicants with disabilities during the application and interview process. Please let us know if you need any assistance.

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

Career Level

- Managerial