



Maynooth Community Employment Project



#JOB-2461067



Unit 10, Carton Retail Park, Maynooth, Co.

Kildare, W23 CT59



No of positions : 1



Paid Position



39 hours per week



743.00-999.00 Euro Weekly



31/07/2026



21/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : paul.croghan@maynoothcep.com

Address:

[Unit 10 Carton Retail Park](#)

[Maynooth W23 CT59](#)

[Co. Kildare](#)



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online



Community Employment (CE) Scheme 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 successful candidate must meet the criteria of the job specification and show evidence of competency in the following areas:

Business/ Financial Administration

Communication and Interpersonal Skills

Training and People development and management

ICT Skills (Microsoft Office, Excel) & Payroll (Big Red Book). Experience of Canva would be an advantage. Full job description on request

Previous supervisory and people management experience relevant to the post (3 Years Minimum).

Previous experience in administration, project management and/or training or other relevant positions plus access to daily use of own car are requirements for this role. Experience of working in a similar role would be an advantage.

The Maynooth Newsletter is a core activity within the scheme and a unique opportunity for participants to develop practical skills in administration, communications, advertising, teamwork and digital technologies. The Supervisor will play a key role in coordinating the Newsletter's production, working with participants and the Editorial Board, and will help guide its planned transition to an online platform. As the production of the Maynooth Newsletter is a key aspect of the scheme, previous experience working on a regular publication in print or online would be useful.

Applicants must have a relevant qualification at NFQ Level 6 or higher in an area such as business or financial administration, training and development, people management, project management or a related discipline.

- **Sector:** other service activities

Career Level

- Managerial