



Gorey Adhoc Community Facilities Limited



#JOB-2464826



The Pastoral Centre, Saint Michael's Road,
Gorey, Co. Wexford, Y25 E0A2



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



19/08/2026



16/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : chair@goreyadhoc.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

Gorey Adhoc Community Facilities CLG is a representative body for 13 local voluntary organisations and community groups based in the North Wexford town of Gorey. It is responsible for running a Community Employment Scheme employing 38 plus people, which is funded by the Department of Social Protection.

We are currently recruiting for a CE Supervisor to ensure the effective and efficient administration and co-ordination of the human, financial and material resources of the project.

- Administration:

Maintain financial and accounting systems, manage payroll, financial returns (Wages and material claims, Welfare Partners) and ensure compliance with DSP standards.

Maintain timekeeping and attendance records.

- Training & Development:

Assess participant learning needs and develop Individual Learner Plans

Identify and organise cost-effective training

Maintain training records for each participant on the project and arrange work placements - internal and external

- Human Resources:

Proactively recruit CE participants per DSP and Sponsor guidelines

Supervise participants and manage work experience placements

Implement induction programs and work schedule, including full induction for new participants

Maintain effective communication with participants through formal and informal one-on-ones

Develop a mutual understanding with participants in relation to their needs for re-entry to work where the participant had been long-term unemployed and needs to develop a clear progression path

Deal with participants disciplinary matters in accordance with procedures and best practice guidelines

Liaise with employers to support participant transitions to work

Develop exit plans and track participant progress for four months post-CE

- Scheme & Financial Management including Programme and Training Monitoring:

Ensure the CE scheme is fully compliant with financial, programme and training monitoring requirements.

Maintain overall responsibility for the financial management of the scheme

Ensure all financial systems, records and controls are accurate, up to date and audit ready in line with DSP and Sponsor requirements.

a minimum of 3 years supervisory experience is required

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

Career Level

- Managerial