



Company Details Confidential



#JOB-2466024



OLD CHRISTIANS GAA CLUB, O'Donoghue
Ave, Rath, Limerick, Co. Limerick, V94 NT65



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



26/08/2026



31/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : ocgaclub@gmail.com

Address:

[48 Edward Street, Limerick](#)



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



Community Employment Assistant 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 CE Assistant Supervisor will assist in ensuring the effective and efficient administration and coordination of the project including supporting the management of human financial and material resources and contributing to the smooth day to day operation of the Community Employment scheme

Administration

Assist in the preparation of financial returns Wages Claims and participant development grant claims as deemed appropriate

Assist in the updating of all recording and tracking systems as required by the Supervisor the Sponsor and or DSP effective induction training and progression recording

Training & Development

Assist the Supervisor in sourcing and costing effective training/development opportunities to meet the needs identified of each participant on the project

Human Resources

Provide effective supervisory cover in the absence of the Community Employment Supervisor

Assist in the induction and training and training plans for participants

Assist the Sponsor in providing a safe and healthy environment for participants both in terms of facilities and work practices

Financial Programme & 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 manual

Ensure full compliance with Old Christians Community Employment scheme day to day operating procedures as directed by the Sponsoring Committee

Report directly to the Sponsor Committee, maintaining clear accountability and providing regular

updates as required

Demonstrate effective communication skills ensuring timely accurate and appropriate information sharing with the Sponsor Committee and other relevant stakeholders

Maintain a flexible approach to work responding positively to the changing needs and demands of the scheme

Attend and prepare monthly Community Employment scheme sponsor group meetings with the support of the CE Supervisor

Carry out any other function relevant to the position of Assistant Supervisor as indicated by the Sponsor from time to time

Desirable Criteria

A major 3rd level qualification (NFQ Level 6 or higher) in Business/Financial Administration Training Human Resources Project Management or related disciplines

Essential Criteria

Must have previous office management/supervisory experience be computer literate with the necessary skills to undertake all of the administration duties required for the scheme and be able to work as part of a team and have knowledge of community activities and work and have good communication and inter-personal skills

All new Assistant CE Supervisors defined as a person who is not currently employed as an Assistant CE Supervisor will initially commence on Point 2 of the appropriate scale and move by annual increments on the anniversary of their commencement date thereafter subject to satisfactory performance

This post will be 39 hours per week and subject to Garda vetting

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

Career Level

- Entry Level