



Waterford Combined Community Schemes Ltd



#JOB-2466980

SAINT PATRICK'S GATEWAY CENTRE, St



Patrick's Methodi, Patrick St, Waterfor, Co.

Waterford, X91 YX61



No of positions : 1



Paid Position



39 hours per week



30292.08 Euro Annually



01/09/2026



29/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : Widaproject@gmail.com



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

Waterford Combined CE scheme CLG is responsible for running a Community Employment Scheme, which is funded by the Department of Social Protection.

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. The salary for the post commences at €30,292.08 rising in yearly increments to 32,812.52.

Key performance indicators for the post are outlined below.

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 claims, and Participant Development Grant claims.
- 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.
- 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, programme and training monitoring requirements as detailed in the relevant CE procedures.

Candidate Requirements:

- Knowledge of Post – Must have a reasonable knowledge and understanding of the role of the CE Assistant Supervisor in terms of the administration and day to day running of a CE scheme.
- Work Experience - Previous experience in office administration, computerised accounts and payroll is desirable.
- Skills in MS Office or computerised accounts packages is desirable.
- Interpersonal Skills - Good communication skills - Competent writing and reporting skills - Ability to work effectively in a team environment and ability to prioritise tasks.
- Previous experience in a supervisory position is desirable.

Contact details:

Interested candidates should send their CV and a cover letter to the following email:
widaproject@gmail.com

Please note shortlisting will apply.

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

Career Level

- Not Required