



West Waterford Community Development

Group Limited



#JOB-2474010



St Mary's Parish Office, Mitchel Street,

Dungarvan, Co. Waterford, X35 KD56



No of positions : 1



Paid Position



19.5 hours per week



371.74-448.99 Euro Weekly



07/10/2026



04/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : fr.willrieryan@westwaterfordce.com



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



Community Employment Supervisor- Dungarvan

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

Job Summary

The CE Supervisor will ensure the effective and efficient management and co-ordination of the human, financial and material resources of the Community Employment Scheme and report to the Sponsoring Committee on its implementation. Ensuring the programme is being run in accordance with DSP guidelines and is of maximum benefit to both participants and the organisation.

Job Description

- Manage the recruitment of CE Participants efficiently.
- Supervision, scheduling and management of all participants, so they are fully engaged with the programme and thereby achieving a high rate of re-entry into the workforce or progression to further education.
- Maintain Welfare Partners computerised system.
- Organise and implement training and development opportunities which have been approved by DSP, record and maintain same for each person on the project.
- Plan and co-ordinate the agreed work schedule.
- Communicate effectively with participants using Team Meetings and one-to-one meetings.
- Ensure that work areas meet appropriate standards and provide a safe and healthy environment for participants in terms of facilities and work practices.
- Deal with all disciplinary matters in relation to participants as per guidelines.
- Maintenance of manual and computerised time keeping and record system.
- Administration of computerised financial and accounting system in line with sound accounting procedures and conventions.
- The preparation of financial returns i.e. wages, material and training claims.
- Ensure payment of allowances and submission of claims to the DSP office.
- Liaise with the local DSP office
- Fully participate in the supervisor Development Programme

Skill Requirement

- The minimum educational qualification requirement of Major Award at 3rd Level of NFQ Level 6 or higher, applies to all new applications for position as a CE Supervisor, preferably Business/Financial, Administration, Training, Human Resources, Project Management.
- Minimum 3 years supervisory/Management experience.
- Effective communication and interpersonal skills.
- ICT Skills essential i.e. Microsoft Office.
- Experience of managing, motivating, coaching and mentoring participants.
- Career planning experience.
- Self-discipline and a structured approach to work and work as part of a team.
- Display responsibility, commitment and motivation to implement and uphold the objectives of West Waterford Community Development Group CLG.
- Full driving license and own car necessary for this role.
- Experience of management of health and safety.

This is a part-time contract of employment subject to on-going funding from the Department of Social Protection

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

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

OR Management

- **Driving Licence:** Full: B
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Interpersonal Skills
- **Competency Skills:** Decision Making, Management, Priority Planning, Time Management
- **Specialising In:** management