



Company Details Confidential



#JOB-2474591

DARNDALE BELCAMP MANAGEMENT, The



Bell Building, Darndale Belcamp Vil, Dublin 17,  
D17 E027



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



12/10/2026



19/10/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [info@villagecentre.ie](mailto:info@villagecentre.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

Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by the Sponsoring Organisation

Ensure that financial returns i.e. wages claims, materials claims, and participant development grant claims meet the standard as laid down by Welfare Partners.

Ensure implementation of systems controlling the operation of all finances as directed by the Sponsoring Organisation. Ensure prompt and accurate payment of participant allowances.

Ensure the security of cash/equipment on scheme as directed by the Sponsoring Organisation.

Install and manage effective time keeping record system for participants on scheme.

Liaise with the local Department Officer as required.

Training & Development Provision

Carry out an identification of learner needs with individual participants as required, as part of the Individual Learner Plan process.

Identify needs and source and co-ordinate cost effective training/development opportunities in line with Department procurement guidelines.

Prepare an Individual Learning Plan (ILP) for each Participant and enter on Welfare Partners in accordance with CE procedures.

Ensure access to recognised qualifications for participants, with a focus on the achievement of relevant qualifications including Major Awards on the National Framework of Qualifications (NFQ) or industry related standards.

Plan and procure relevant training opportunities which have been approved by the Department.

Maintain and update training records for each participant on the project on Welfare Partners as part of their Individual Learner Plans.

Monitor and review training inputs with the participants.

Plan and organise work placements – internal and external as required.

Report on ILP developments to Sponsoring Organisation

Fluent in the English language is essential

A Major award at QQI Level 6 or higher in Business Management or equivalent is desirable

Must have at least 3 years supervisory experience

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

### **Career Level**

- Managerial