



Tullamore Social Services



#JOB-2476117



7 Bridge Lane, Tullamore, Co. Offaly, R35

YY52



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



20/10/2026



17/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : tommy@tullamoresocialservices.ie

Address:

[Tullamore Social Services CLG](#)

[7 Bridge Lane](#)

[Tullamore](#)

[Co. Offaly](#)

[R35YY52](#)



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Assistant Supervisor Community Employment

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 Role

The CE Assistant Supervisor 's responsibility is to assist in ensuring the effective and efficient management and co-ordination of the human, financial and material resources of the CE Scheme and report to the Supervisor / Sponsoring Committee.

Key Responsibilities:

Scheme Management

- Assist with recruiting and managing an agreed case load of CE participants.
- Assist in ensuring all programme files are maintained to a high standard and in compliance with funder
- Assist with developing and maintaining good working relationships with external agencies.
- Assist with Bookkeeping
- Assist with Payroll

Training & Development

- Assist in carrying out an identification of learner needs with each participant on the scheme as part of the individual learner plan process.
- Assist in sourcing and co-ordinating cost-effective training and development opportunities in line with DSP procurement guidelines.
- Assist with preparing an Individual Learning Plan for each Participant in accordance with CE procedures.
- Assist in ensuring access to recognised qualifications for participants, with a focus on the achievement of the Major Award in QQI Level 5
- Assist in maintaining and updating training records for each participant on the project as part of their Individual Learning Plans.

Candidate Requirements

Candidates must be able to demonstrate the following:

- Assistant supervisor (including temporary replacements) must have previous office experience, be computer literate with the necessary skills to undertake all the administration duties required for the scheme at this level, be able to work as part of a team, have knowledge of community activities and work and also have good communication and inter-personal skills.
- 1 years' Supervisory experience. (Desirable)
- Excellent ICT skills are also essential (e.g., MS Office).
- Knowledge and understanding of the role of the Community Employment desirable.
- Display responsibility, commitment, and motivation to implement the objectives of the Community Employment Programme.
- Work Experience - Previous supervisory and people management experience is desirable
- Interpersonal Skills - effective communication skills. Experience of working with vulnerable individuals and long term unemployed. Desirable.
- Team working – Proven ability as a team player who enjoys being part of small team, supporting and leading as needed, sharing information and expertise, building relationships, and working collaboratively within immediate team and across a wider organisation.

Salary: DSP CE Assistant Supervisor Scale

Salary scale from €582.54 – €631.01 per week (3-point scale).

Email Applications to: tommy@tullamoresocialservices.ie

To apply please include the following in your application:

- Letter of introduction
- Detailed CV with contact details of two references.

Closing date for applications is 6th November 2026

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

Career Level

- Experienced [Non-Managerial]