



Gateway Project



#JOB-2476669



THE GATEWAY PROJECT, 42 Manor Street,
Dublin 7, D07 FYP7



No of positions : 2



Paid Position



39 hours per week



To be Confirmed



23/10/2026



20/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : carmelbrien@gatewayproject.ie



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



Community Employment Supervisor x2 positions

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

Knowledge of the Post

The Applicant should have a solid understanding of the role of the Community Employment Supervisor as it pertains to project management and programme delivery to participants in rehabilitation and who present as long-term unemployed or vulnerable adults;

Display responsibility, commitment and motivation to implement the objectives of the Community Employment CE Drug Rehabilitation Programme;

Demonstrate knowledge of addiction and rehabilitation support services;

Application instructions: Email your letter of application and CV to: carmelbrien@gatewayproject.ie with the text 'CE Supervisor/Admin' in the subject line. Closing Date for Applications: 5pm, Friday 13th of November 2026. Must be available for an in-person interview immediately.

Demonstrate an understanding of the range of programmes and courses available to unemployed and vulnerable adults;

Be familiar with the DSP Referral procedures for CE participants;

Have an overview of the National Drug Rehabilitation Framework and the role of CE in supporting recovering substance mis-users.

Work Experience

Previous supervisory and people management experience relevant to the post (3 years minimum); and

Previous experience in Administration, Project Management and/or Training or other relevant positions; and

Experience of addiction issues and working with service users towards rehabilitation.

Interpersonal Skills

Effective communication skills;

Competent report writing skills;

Experience of working with vulnerable individuals and job-seekers;

Capable of directing, motivating, coaching and mentoring jobseekers;

Ability to work with other addiction support services;

Ability to work as part of a team;

Ability to work under the direction of the Sponsoring Organisation for the effective implementation of the CE Programme in line with the CE Procedures Manual.

Education & Training

Major Award at 3rd Level (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Resources, Project Management or a related discipline;

ICT skills essential (e.g. MS Office).

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

Career Level

- Managerial