

Title of Post	CE - Assistant Supervisor
Location	Ballycoolin, Blanchardstown with potential travel (Full Drivers Licence required)
Employment Type	Permanent (Subject to yearly approval from the department of social protection)  Full time (39 Hours per week)
Salary/Annual leave	Commencing at point 1 of the scale €559.92 Per Week 20 days annual leave per annum
Contact Person	Mary O'Driscoll – <a href="mailto:mary.odriscoll@barnardos.ie">mary.odriscoll@barnardos.ie</a> or 018612069
Closing Date	02/01/2026 @12pm
Interview Date	To be confirmed

**Job Title:** Assistant Supervisor – Community Employment

**Reporting to:** Community Employment Supervisor and Chairperson

**Function:** To assist in ensuring the effective and efficient administration and co-ordination of the human, financial and material resources of the project.

**Key Responsibilities:**

**Administration:**

- Assist in the preparation of financial returns: Wages Claims and participant development grant claims as deemed appropriate.
- Assist in the installation and provision of all recording and tracking systems as may be required by the Supervisor, the Sponsor and or DSP, effective Induction, training and progression recording.
- 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:**

- To fully participate in the Assistant and Supervisor Development Programme.
- To assist the Supervisor in sourcing and costing effective training/development opportunities to meet the needs identified of each participant on the project.

**Human Resources:**

- To provide effective supervisory cover in the absence of the Community Employment Supervisor.
- To assist in planning and co-ordinating the agreed/approved work schedules for participants.
- To assist in induction and training and training plans for participants.
- Assist the Sponsor in providing a safe and healthy environment for participants both in terms of facilities and work practices.

- Carry out any other function relevant to the position of Assistant Supervisor as indicated by Sponsor from time to time.

**Financial Monitoring and Programme and Training Monitoring:**

- Assist in ensuring the CE scheme is compliant with financial and programme and training monitoring requirements as detailed in the relevant CE procedures manual.

**Experience Required:**

**Knowledge of Post: (Essential)**

- 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 essential
- Skills in MS Office or computerised accounts packages
- Skills relevant to people management through previous work experience

**Interpersonal Skills:**

- Good communication skills
- Competent writing and reporting skills
- Ability to work effectively in a team environment and ability to prioritise tasks

**Full driving licence and access to the use of a suitably insured car is essential.**

The post-holder is initially assigned to work in the Ballycoolin, Blanchardstown but may be required in the future to work in other locations in the Dublin region in line with Organisational needs.

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