

South Dublin County Partnership: Community Employment Supervisor (<https://www.activelink.ie/node/115864>)



Community Employment (CE) Supervisor

South Dublin County Partnership

South Dublin County Partnership (SDC Partnership) is a Local Development Company primarily funded by the Irish Government to bring together local communities and state agencies to tackle the problems of unemployment and social exclusion. We develop projects and services to support sustainable and vibrant communities where people can realise their potential and experience a high quality of life. The focus of our activities is on areas where people experience disadvantage and our programmes of work are organised across key thematic areas: Community Development, Enterprise and Employment, Lifelong Learning, Children & Families and Health and Well Being.

SDC Partnership is programme sponsor Community Employment (CE) schemes within South Dublin County under contract for The Department of Social Protection (DSP). The role of SDC Partnership as programme sponsor is to provide a meaningful work experience programme and an individually tailored training plan for each CE programme participant. South Dublin County Partnership is currently seeking applications from suitably qualified individuals for the post of Community Employment (CE) Supervisor.

About the role:

Job Purpose: To ensure the effective, efficient management and co-ordination of the SDCP Community Development Scheme. To coach CE participants towards gaining the skills and competencies in preparation for employment.

Reporting to: Placement Programmes Senior Manager

Key responsibilities:

Scheme Management

- Recruit and manage an agreed case load of CE participants
- Ensure work experience placements on scheme are in line with CE guidelines
- Ensure all programme files are maintained to a high standard and in compliance with funder and data protection regulatory requirements
- Develop and maintain good working relationships with external agencies and key stakeholders across the community to support the delivery of the CE programme
- Work in collaboration with SDC Partnership's Health and Safety Officer on issues that arise
- Work closely with the finance department within SDC Partnership in relation to CE programme expenditure budgets

Training & Development

- Carry out an identification of learner needs with each participant on the scheme as part of the Individual learner plan process
- Source and co-ordinate cost effective training and development opportunities in line with DSP procurement guidelines
- Prepare an Individual Learning Plan for each Participant for submission to DSP in accordance with CE procedures
- Ensure access to recognised qualifications for participants, with a focus on the achievement of relevant qualifications including QQI Major Awards or industry related equivalent

- Maintain and update training records for each participant on the project as part of their Individual Learner Plans
- Monitor and review training inputs with the programme participants
- Plan and organise work placements – internal and external as required
- Report on ILP developments to SDC Partnership Senior Management

Human Resources

- Co-ordinate the recruitment of CE applicants per the CE recruitment and referral process issued by DSP
- Plan and co-ordinate the approved work schedules and ensure contracts of employment are in place for all participants
- Communicate effectively with all participants on the scheme using formal and informal 'one-to-one' meetings
- Develop a mutual understanding with participants in relation to their needs for re-entry into employment where the participant had been long-term unemployed and needs to develop a clear progression pathway
- Deal with all disciplinary matters in relation to participants in accordance with DSP CE procedures
- Develop an exit plan with each programme participant
- Liaise with employers to promote progression into employment following completion of CE
- Follow-up and report on participants for up to 4 months upon exit from CE.
- Manage staff resources as required
- Engage in training and development as detailed in the CE Procedures Manual

Programme Monitoring and Evaluation

- Ensure the CE scheme is compliant with prescribed programme monitoring requirements as detailed in CE operating procedures
- Ensure compliance with HR legislation and that all employment policies and procedures are adhered to
- Conduct ongoing programme monitoring and evaluation including regular internal programme audits as well as contribute to a practice of continual improvement within your area of work

Person Specification

Applicants must demonstrate:

- **Qualifications** – Relevant qualification at QQI level 6 or equivalent level of experience.
- **Work Experience** - Previous supervisory and people management experience relevant to the post as well as experience in programme administration, project management and/or training.
- **Knowledge of Post** - Have a clear understanding of the role of the Community Employment Supervisor as it pertains to project management and programme delivery to long-term unemployed and vulnerable adults. Display responsibility, commitment and motivation to implement the objectives of the Community Employment Programme.
- **Interpersonal Skills** - Effective communication skills. Competent report writing skills. Experience of working with vulnerable individuals and long term unemployed. Capable of directing, motivating, coaching and mentoring programme participants.
- **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.

Travel

- Applicants must have a full clean drivers' licence and access to own vehicle for work purposes.

Salary

- A four-point salary scale applies for this post in line with agreed DSP guidelines, new entrants will start at Point 1 €35,990P/A, rising to a maximum of €43,468.76 P/A.

Application Process:

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send the of your up-to-date detailed CV (no more than 2 pages) and cover letter accompanied with completed

confidential form marked: **CE Supervisor Ref: 193/2025 to:**

Administration & Operations Department
South Dublin County Partnership
Unit D1
Nangor Road Business Park
Nangor Road
Dublin 12

OR alternatively email your CV, Cover letter and an application form to jobs@sdcpartnership.ie
(mailto:jobs@sdcpartnership.ie) subject box to be marked: **CE Supervisor Ref: 193/2025**

Closing date for receipt of applications is **5pm on July 10th, 2025**

Note no late applications will be accepted.

South Dublin County Partnership is an Equal Opportunities Employer.



Region
South Dublin

Date Entered/Updated
27th May, 2025

Expiry Date
10th Jul, 2025

Attachment	Size
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