

Tiglin: Supervisor - Community Employment (CE) **(<https://www.activelink.ie/node/116241>)**

Job Advertisement: Supervisor - Community Employment (CE)

Location: The Lighthouse, Dublin

Role: We are seeking a dedicated CE Supervisor to help manage our Community Employment (CE) Drug Rehab program.

Key Responsibilities:

- **Administration:** Oversee financial operations, liaise with DSP and recovery services, maintain participant records, and ensure compliance with guidelines.
- **Participant Training & Development:** Develop Individual Learner Plans (ILPs), coordinate training and job search activities, and monitor participant progress.
- **Human Resource Management:** Work within the CE Supervisor Team to conduct team meetings, address disciplinary issues, and ensure after-care support.
- **Scheme Management:** Maintain health and safety compliance, supervise participant activities, and ensure program monitoring aligns with CE guidelines.
- **Progression Support:** Achieve progression targets, implement job search options, and build relationships with local employers.

Qualifications:

- Minimum 3 years of supervisory and people management experience.
- Excellent verbal and written communication skills.
- IT proficiency, including MS Office Suite.
- Competency in Business, Financial Administration, or Communication & Interpersonal Skills.
- Proven ability to work within professional boundaries and as part of a collaborative team.
- A 3rd Level qualification (NFQ level 6 or higher) is desirable but not mandatory.

Why Join Us?: This is an opportunity to make a meaningful impact by supporting individuals on their journey toward recovery and reintegration into the workforce.

Apply now to be part of a dedicated team making a difference in the community!

Sent CE and Cover Letter to adrienne.hatchell@tiglin.ie (<mailto:adrienne.hatchell@tiglin.ie>)

Region

Dublin

Date Entered/Updated

16th Jun, 2025

Expiry Date

7th Jul, 2025

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