

Parslickstown House: CE Supervisor **(<https://www.activelink.ie/node/109503>)**

Parslickstown House
Ladyswell Road
Mulhuddart
Dublin 15
01 – 815 1779 (tel:018151779)

CE Supervisor

Parslickstown House is owned by Fingal County Council and managed by Parslickstown House Management CLG. The CE Scheme is managed by a sponsor group of Parslickstown House Management CLG. Parslickstown House is a busy community facility that provides a wide range of facilities and supports to the local community through the provision of meeting rooms, recreational spaces, and a community café. The community house supports a range of local community-based groups, actions and initiatives such as childcare, adult education recreational activities and health and wellbeing.

The Mission of Parslickstown House is to “promote the delivery of social, educational and recreational activities and key services to the local community”.

The centre opens 7 days a week subject to demand. We are seeking to recruit a Community Employment Supervisor for Parslickstown House. The CE Supervisor will ensure the effective and efficient management and co-ordination of the human, financial, and material resources of the CE scheme and report to the Board of management/ Sponsor group.

Essential qualifications:

Candidates must have the following.

- A Major 3rd level qualification (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Resources, Project Management or related disciplines.
- 3 years' supervisory experience.
- Candidates should also have a good understanding of adult and community education in a community-based setting.
- ICT skills are also essential (e.g. MS Office).

The ideal Candidate should have the following.

- Excellent inter-personal and communication skills, have good leadership, facilitation, and teamwork skills.
- Excellent report writing and experience in bookkeeping.
- Experience of working in a community setting
- Experience of project management including administration and budget management.
- Ability to access funding and deal with funders, ensure the provision of an efficient financial and accounting system in line with the CE corporate governance requirement as directed by the Board/Sponsor Body
- Good personal motivation and initiative
- A capacity to initiate and develop a strong teamwork ethic and the ability to work on own initiative.
- A capacity to work with people from a wide range of backgrounds, agencies, and sectors.
- Ability to work under the direction of the Sponsoring body/Board of Management for the effective implementation of the CE Programme in line with the CE Operational procedures.

Terms and Conditions - this is a full-time position - **39 hours per week (excluding lunch), based on annual contract.** Salary will be in line with the Department of Social protection rates.

Letter of application and CV must be posted in to Janet Ivers, Chairperson, C/O Parslickstown House, Ladyswell Road, Mulhuddart Dublin 15 or sent by email to parslickstownrecruitment@gmail.com (<mailto:parslickstownrecruitment@gmail.com>) on or

before 2nd August 2024

Region

Dublin 15

Date Entered/Updated

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2nd Aug, 2024

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