

# **Gateway Project: Community Employment Supervisor** **(<https://www.activelink.ie/node/109594>)**

## **Job Title: Supervisor - Community Employment.**

### **Job Details**

- Job category: Community Employment Supervisor
- Company: Gateway Project
- Job Location: THE GATEWAY PROJECT 42 Manor Street Dublin 7 D07 FYP7 53.3534698486328 - 6.28524923324585 Position: 1
- Start date: 02nd of September 2024
- Contract type: Permanent Full-time
- Position : 1
- Career level: Managerial
- Salary: 671.97 Euro Weekly
- Hours per week: 39
- Remote/Blended Working: No
- Sector: administrative and support service activities

### **Job Description & Skills Required**

GATEWAY PROJECT is seeking to recruit a CE Supervisor on a 12-month rolling contract subject to approval from the Department of Social Protection (DSP).

#### **Function:**

To ensure the effective and efficient management and co-ordination of the human, financial and material resources of the CE Scheme and report to the Sponsoring Committee on its implementation. A core aspect of the role is to support and coach CE participants towards gaining the skills, competencies, and qualifications in preparation for employment.

This is a full-time permanent position. Based on a 1-point scale, 6 months' probation. 39 hours per week.

#### **Reporting to:**

Chairperson - Sponsoring Management Committee.

#### **Essential Knowledge of Post:**

Have a solid understanding of the role of the CE Supervisor as it pertains to project management and programme delivery. Display responsibility, commitment, and motivation to implement the objectives of the CE Programme.

#### **Work Experience:**

Previous supervisory and people management experience relevant to post (3 years minimum). Previous experience in Administration, Project Management and/or Training or other relevant positions.

#### **Interpersonal Skills:**

Effective communication skills. Competent report writing skills. Capable of directing, motivating, coaching, and mentoring jobseekers. Ability to work under the direction of the Sponsoring. Organization for the effective implementation of the CE Programme in line with the CE Operational Procedures.

## Qualifications:

CE Supervisor candidates must evidence competency in one or more of the following areas: Business/Financial Administration, Communication & Interpersonal Skills, Training, Human Resources, People Management, ICT skills (e.g. Microsoft Office) and Payroll. Candidates should have 3 years supervisory experience and a major 3rd level qualification (NFQ level 6 or higher) is desirable for the role.

## Ability Skills:

Administration, Communications, Computer Literacy, Interpersonal Skills. Competency Skills: Collaboration, Management, Teamwork, Working on own Initiative. Specialising In: ICT skills, communication skills, report writing.

Must be eligible to work in Ireland immediately.

## Application instructions:

Email your letter of application and CV to: [carmelbrien@gatewayproject.ie](mailto:carmelbrien@gatewayproject.ie) (mailto:carmelbrien@gatewayproject.ie) with the text 'CE Supervisor/Admin' in the subject line.

Closing Date for Applications: 5pm, Friday 16th of August 2024.

Must be available for in person interview immediately.

### Region

Dublin 7

### Date Entered/Updated

16th Jul, 2024

### Expiry Date

16th Aug, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/109594-gateway-project-community-employment-supervisor>