

## **Bray Family Resource and Development Project: Community Employment Supervisor (<https://www.activelink.ie/node/112523>)**

### **Community Employment Supervisor**

Bray Family Resource and Development Project are Seeking a Community Employment Supervisor. The CE supervisor will work with across our three premises in Bray. They will alongside other Key Staff including another CE supervisor under the direction of the Sponsoring Organisation for the effective implementation of the CE Programme in line with the CE Operational Procedures.

**Location:** The CE supervisor will work with across our three premises in Bray. They will alongside other Key Staff including another CE supervisor

**Reporting to:** The CE Supervisor is responsible to the Manager of The Bray Family Resource and Development Project and ultimately the Board of Directors.

**Working Hours:** Full time, 39 hours per week excluding lunch

**Pay Scale:** Point 1 of the Community Employment Supervisors Salary Scale

### **Role**

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.

Key Areas of the role includes Administration, Training & Development, Human Resources, Scheme Management, Financial Monitoring and Programme and Training Monitoring, Progression of CE Participants

### **Duties will include**

- Developing and implementing Individual Learning Plans.
- Sourcing of QQI and other accredited training.
- Administration of the DSP accounts and budgets.
- Record and keep accurate, up to date project records.
- To provide support and supervision to staff.
- Manage the day to day running of Projects including budget management, payroll. revenue etc.
- Liaise with Sponsors and DSP.
- Any other duties appropriate to role for successful delivery of programme.

### **Successful Candidates should have**

- A knowledge and understanding of the role of the CE Supervisor as it pertains to project management and programme delivery.
- Candidates should display responsibility, commitment, and motivation to implement the objectives of the CE Programme.
- Candidates should have previous supervisory and people management experience relevant to the post (3 years minimum) and previous experience in Administration, Project Management and/or Training or other relevant positions.
- Interpersonal skills including effective communication skills, competent report writing skills, experience of working with vulnerable individuals and jobseekers, Capable of directing, motivating, coaching and mentoring jobseekers.
- Ability to work under direction of the BFRDP Sponsoring Organisation for the effective implementation of the CE Programme in line with the CE Operational Procedures.
- 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.

## Application Details:

Application form and job description can be obtained by contacting Niamh Wogan at [01 2867644 \(tel:012867644\)](tel:012867644)  
[bfrdpoffice@gmail.com \(mailto:bfrdpoffice@gmail.com\)](mailto:bfrdpoffice@gmail.com)

Shortlisting will apply for this position and canvassing will disqualify. Applications will only be accepted on the organisation's Employment Application form and must be submitted by email to [bfrdpoffice@gmail.com \(mailto:bfrdpoffice@gmail.com\)](mailto:bfrdpoffice@gmail.com)

Closing date for receipt of applications is 12.00pm Thursday 19th December 2024.

Interviews will be held on the week of the 13th January 2025.

The successful candidate will be required to submit original certificates of qualifications.

He/she will be Garda vetted and fully referenced checked.

Bray Family Resource & Development Project is an equal opportunities employer

**In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit \(https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/employment-permit-eligibility.html\)](https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/employment-permit-eligibility.html) if you are unsure of your eligibility to apply for this vacancy.**

### Region

Bray, Co Wicklow

### Date Entered/Updated

3rd Dec, 2024

### Expiry Date

19th Dec, 2024

Attachment	Size
<a href="#">Application Form 2024 December.docx</a>	277.22 KB

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