

## **Clondalkin Tús Nua: Community Employment Supervisor** **(<https://www.activelink.ie/node/114199>)**



### **Community Employment Supervisor**

**Location: Clondalkin Tús Nua**

#### **Position Overview**

The Community Employment Supervisor will oversee the efficient delivery of the Community Employment (CE) Scheme, supporting participants in developing personal, social, and work-related skills. This role aims to enable participants, including those recovering from problematic substance use, to reintegrate into the community and working life. Reporting to the Project Manager, the supervisor will be instrumental in managing participants, coordinating training programs, and facilitating individual progression plans.

#### **Key Responsibilities**

- Program Delivery and Participant Support
- Develop and oversee Individual Learner Plans (ILPs) for CE participants, identifying educational and vocational needs.
- Facilitate access to vocational training and certifications aligned with the National Framework of Qualifications (NFQ) or industry standards.
- Coordinate internal and external work placements for participants, ensuring alignment with their career aspirations.
- Support participants' rehabilitation journey by liaising with addiction and recovery services to align training with care plans.
- Scheme Management
- Supervise, schedule, and manage participants' daily activities within the CE scheme.
- Ensure health and safety regulations are upheld, maintaining a secure and supportive environment.
- Monitor financial compliance, ensuring timely payroll, financial returns, and adherence to governance standards.
- Collaborate with local employers to develop work experience opportunities and foster long-term career pathways for participants.
- Manage recruitment, induction, and progression planning for CE participants, including follow-up support for up to four months post-exit.
- Community Engagement
- Promote the CE Scheme to vulnerable individuals through outreach initiatives and partnerships with addiction and housing services.

#### **Administration**

- Maintain accurate records of participant progress, training, and financial operations.
- Submit comprehensive reports to the Sponsoring Committee on program outcomes and participant progress.
- Implement disciplinary measures and resolve participant issues in accordance with CE policies.
- Essential Qualifications and Experience
- Minimum of three years of supervisory and people management experience in community-based, rehabilitation, or training roles.
- Proven experience in project management, administration, and training delivery.
- A major award at NFQ Level 6 or higher in Business Administration, Training, Human Resources, Project Management, or Addiction/ Social Care.

- Proficiency in ICT systems, including MS Office.

## Key Skills

- Strong understanding of addiction, rehabilitation, and recovery support services.
- Effective communication and interpersonal skills to engage with vulnerable individuals and job seekers.
- Ability to motivate, coach, and mentor participants toward achieving personal and professional goals.
- Competency in report writing and presenting outcomes to stakeholders.
- Teamwork-oriented, with the ability to collaborate with addiction and housing services.

**Working Hours:** 39hrs Per Week, Monday – Friday, 9 – 5pm

**Salary:** Salary range between €36,114.82 to €43,619.22

Set by the department starting at Scale 1

## Application Process

Interested candidates should submit their CV and a cover letter detailing their suitability for the role to [pm@clondalkintusnua.ie](mailto:pm@clondalkintusnua.ie) (<mailto:pm@clondalkintusnua.ie>)

Applications close on 28th March 2025 @4pm

**Clondalkin Tús Nua is an equal opportunities employer and welcomes applications from all sections of the community.**

### Region

Dublin 22

### Date Entered/Updated

4th Mar, 2025

### Expiry Date

28th Mar, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/114199-clondalkin-tus-nua-community-employment-supervisor>