

The Glen Resource Centre: Community Employment Scheme Supervisor (<https://www.activelink.ie/node/114441>)



Community Employment Scheme Supervisor

The Glen Resource Centre CLG

The Glen Resource Centre is recruiting for the position of a full time Community Employment Supervisor to join our Community Employment team. We currently oversee the placement of Community Employment participants to a total of 5 locations in Cork City. The role of Supervisor is to cater for the participant's progression by providing suitable training for the needs of the participant in order that they can progress into future employment.

Job Title: Supervisor - Community Employment
Reporting to: Chairperson - Sponsoring Management Committee

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.

Key Result Areas

Administration

- Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by the Sponsoring Organisation
- Ensure that financial returns i.e. wages claims, materials claims, and participant development grant claims meet the standard as laid down by Welfare Partners.
- Ensure implementation of systems controlling the operation of all finances as directed by the Sponsoring Organisation. Ensure prompt and accurate payment of participant allowances.
- Ensure the security of cash/equipment on scheme as directed by the Sponsoring Organisation.
- Install and manage effective time keeping record system for participants on scheme.
- Liaise with the local Department Officer as required.

Please see full Job Description attached below.

Application Process.

To apply, please send your Curriculum Vitae as well as a cover letter explaining your suitability for the role in a clear and concise way, by email, marked "**Community Employment Supervisor**" to glenresourcecentre@gmail.com (<mailto:glenresourcecentre@gmail.com>) **by Friday 28th March 2025 at 5pm**. Late applications will not be accepted.

Region
Cork City

Date Entered/Updated
14th Mar, 2025

Expiry Date

28th Mar, 2025

Attachment**Size**

Supervisor Job
Description.docx

48.09
KB

Source URL: <https://www.activelink.ie/vacancies/community/114441-the-glen-resource-centre-community-employment-scheme-supervisor>