

Barnardos: Community Employment Supervisor - Ballycoolin **(<https://www.activelink.ie/node/114979>)**



Ireland's leading children's charity is recruiting:

Community Employment Supervisor **Dublin, Ballycoolin**

Location: Based in Dublin, requires travel to multiple locations

Contract: Permanent, full-time (37 Hours Per week)

Salary: €692.13 - €835.94 (Per Week, Depending on Experience)

Why work at Barnardos?

In our network of exciting shops across the country you will find excellent quality clothing, footwear, household and collectable items to suit every taste and budget.

When you step into a Barnardos shop you are helping to make an important contribution to the work we do with vulnerable children across the country. You can also help by [donating goods \(https://www.barnardos.ie/how-you-can-help/shop-with-us/donate-goods/\)](https://www.barnardos.ie/how-you-can-help/shop-with-us/donate-goods/) to our shops or by [volunteering \(https://www.barnardos.ie/how-you-can-help/volunteer/\)](https://www.barnardos.ie/how-you-can-help/volunteer/)

What's the role and service?

In this role, you will be responsible for the management of the community employment scheme, ensuring effective use of resources and supporting participants in skill development for employment and report to the project management committee on its implementation.

Administration

- Maintain financial and accounting systems in line with CE governance requirements as directed by the project management committee (PMC)
- Manage payroll, financial returns (Wages and material claims, etc.) and ensure compliance with DEASP (Department of Employment Affairs and Social Protection) standards.
- Implement systems controls for payroll, bank accounts, and PRSI returns as directed by the PMC
- Ensure accurate payment of participant allowances and secure scheme resources
- Maintain timekeeping records and liaise with the DEASP office

Training & Development

- Assess participant learning needs and develop Individual Learner Plans (ILPs) to be submitted to DEASP in line with CE procedures
- Identify and organise cost-effective training aligned with DEASP procurement guidelines
- Ensure access to recognised qualifications (NFQ Major Awards or industry equivalents)
- Maintain training records for each participant on the project and arrange work placements- internal and external as

required

Human Resources

- Proactively recruit CE participants per DEASP recruitment and referral guidelines
- Develop and implement induction programs and work schedule this includes the implementation of full induction process for new participants in conjunction with managers
- Maintain effective communication with participants through team meetings and formal and informal one-on-ones
- Develop a mutual understanding with participants in relation to their needs for re-entry to work where the participant had been long-term unemployed and needs to develop a clear progression path
- Deal with participants disciplinary matters in accordance with DEASP CE procedures and best practice guidelines
- Liaise with employers to support participant transitions to work
- Develop exit plans and track participant progress for four months post-CE

Scheme & Financial Management

- Ensure a safe and compliant work environment
- Supervise participants and manage work experience placements
- Ensure adherence to financial and training monitoring requirements

Participant Progression

- Support job search and exit planning
- Engage with local employers and maintain a database for job placements

Experience

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

- Have a solid understanding of the role of the Community Employment Supervisor as it pertains to project management and programme delivery to long-term unemployed and vulnerable adults.
- Display responsibility, commitment and motivation to implement the objectives of the Community Employment Programme.
- Strong communication, report writing, and coaching abilities. Experience with vulnerable individuals and jobseekers.

Qualification

Major Award at 3rd Level (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Resources, Project Management or related disciplines. – ICT skills essential (e.g. MS Office).

Other Essential Requirements

- Full Driving Licence (B) / English: Fluent (C2)
- Specialisation: A strong understanding of Payroll processes

For full job description and to apply please visit [Current Job Vacancies – Barnardos](https://www.barnardos.ie/about-us/careers/current-job-vacancies/) (<https://www.barnardos.ie/about-us/careers/current-job-vacancies/>)

Closing date: 12pm Thursday 01 May 2025

Interview date: Wednesday 07 May 2025

Shortlisting will apply (please note, CVs are not accepted on their own, candidates must complete and submit our application form through Barnardos website).

Barnardos is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all.

Region

Dublin

Date Entered/Updated

9th Apr, 2025

Expiry Date

1st May, 2025

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