

Carmichael.

CARMICHAEL CE SCHEME JOB VACANCY

Job Title:	CE Scheme Assistant Supervisor
Company:	Carmichael Centre for Voluntary Groups
Department:	CE Scheme
Location:	Carmichael House, North Brunswick Street, Dublin 7
Hours:	39hrs weekly, Monday – Friday 12pm – 9.00pm
Rate of Pay:	Salary scale from €429.50 - €542.84 per week (4 point scale)
Type of contract:	Fixed Term 12 Month Contract
Reports to:	CE Scheme Supervisor
Job Purpose:	To provide administrative assistance to the CE Supervisor in overseeing all aspects of the CE scheme within CCVG. This position is subject to Garda Vetting.

Carmichael.

<p>Key Responsibilities:</p>	<p>Role Specific</p> <ul style="list-style-type: none"> • To assist the CE Scheme Supervisor with the administration of the Community Employment Project according to the Community Employment Operating Guidelines. • To ensure that all HR files both physical and soft copy (SharePoint) are up to date for each individual participant. • To update the Individual Learner Plan for each participant employed on the project. • To ensure that all participant ILP files are reflected in hard copy on all participant's HR files. All forms are to be completed correctly, signed and filed appropriately. • To assist the CE Supervisor with the scheduling of one on one meetings with participants. • To assist the CE Supervisor with the scheduling of meetings with sub-sponsors. • Point of contact for CE Participants when CE Supervisor is unavailable. • To assist the CE Supervisor with any other duties which may be required from time to time. <p>Must have:</p> <ul style="list-style-type: none"> • 1 year's Supervisory experience: - Assistant Supervisors must have previous office management/supervisory experience, • Computer literacy skills necessary to undertake all of the administration duties required for the scheme at this level, • An ability to work as part of a team, have • Knowledge of community activities and work and have good communication and inter-personal skills. • Fluency in English. <p>Other</p> <ul style="list-style-type: none"> • Good IT skills. • Excellent communication skills, written and oral. • Excellent interpersonal skills. • Experienced team player.
<p>Funding</p>	<p>This position is supported by the Department of Employment and Social Affairs.</p> <p><i>Carmichael is committed to equal opportunity in employment.</i></p>

How to apply: Please email your CV along with a cover letter to: Diarmaid@carmichaelireland.ie

Closing date for applications: 5pm, Thursday 27th June 2019