**CARMICHAEL CE SCHEME JOB VACANCY**

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| **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 |
| **Rate of Pay:** | Salary scale from €429.50 - €542.84 per week (4 point scale)  Entrants must commence at point 1 of the current 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** |
| **Key Responsibilities:** | **Role Specific**   * To assist the CE Scheme Supervisor with the administration of the Community Employment Project according to the Community Employment Operating Guidelines. * To assist the CE Supervisor in sourcing and costing effective training/development * 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. * Provide effective Supervisory cover in the absence of the CE Supervisor as directed by the Sponsor * 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.   **Must have:**   * Attained a Major Level 3 Qualification (NFQ Level 6) * 1 year Supervisory experience * Fluency in English.   **Other**   * Good IT skills. * Excellent communication skills, written and oral. * Excellent interpersonal skills. * Experienced team player. |
| **Funding** | This position is supported by the Department of Employment and Social Affairs  *Carmichael is committed to equal opportunity in employment.* |

**How to apply:**

**Please email a CV of no more than 2 pages along with a cover letter to: roisin@carmichaelireland.ie**

**Closing date for applications 5pm 20th April 2022**