**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.
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| **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**