

Applications are invited from suitably qualified persons to form a panel for the following position:

**Community Employment Scheme Supervisor
Laurencetown/Abbey Community Employment Scheme
(1 Year Fixed Term Contract)**

Each candidate should have a standard of education that would enable him/her to efficiently perform their duties and must be capable of compiling satisfactory reports (including written reports) on matters pertaining to the duties of the post.

Each candidate must possess, on the latest date for receipt of completed applications:

- NFQ Level 6 or higher Business/Financial Administration, Training, Human Resources, Project Management, or other related discipline **OR** have three years relevant supervisory experience.
- Information and Communication Technology Skills e.g. Microsoft Office
- The successful candidate must possess a valid Safe Pass Card.
- Each applicant must hold a full current un-endorsed Driver's License – Class B.

Desirable:

Candidates should be competent and have such training or experience as shall be considered acceptable by the Council to enable the person appointed to perform the duties of the post.

In particular, it is desirable that candidates should have satisfactory knowledge and experience of the following matters or show the necessary aptitude to acquire this knowledge within a reasonable period:

1. Satisfactory knowledge of civil engineering works.
2. Previous relevant supervisory experience.
3. Be capable of translating into effect civil engineering works from working drawings.
4. Satisfactory knowledge of civil engineering construction techniques including plumbing, pipe-laying, block laying, water and drainage systems, together with a working knowledge of maintenance of open spaces.
5. Be capable of writing clear and concise reports, keeping work records and measuring and recording accurately the quantities of work done by those supervised.

6. Satisfactory knowledge of information technology systems to enable him/ her to carry out all duties, as assigned.
7. Previous relevant customer care experience is also desirable as well as excellent communication and interpersonal skills.

Salary: The rate of pay for this position is based on the number of participants on the Community Employment Scheme. Current participant numbers on the Community Employment Scheme for Laurencetown / Abbey Community Employment Scheme are 11 to 14 participants:

Starting Rate of Pay is Point 1: €559.92

No of Participants	Point 1 of Scale	Point 2 of Scale	Point 3 of Scale	Point 4 of Scale
11 to 14 Participants	€559.92	€584.75	€642.25	€699.81
15 or more Participants	€714.62	€764.06	€813.54	€863.11

Should participant numbers rise, the position will be paid at the 15 or more participants rate.

Application forms and further details of this post are available on our website at www.galway.ie, or may be obtained by contacting the Human Resources Department, Galway County Council, Áras an Chontae, Prospect Hill, Galway – Tel; 091 509303, e-mail hr@galwaycoco.ie. Closing date for receipt of completed application forms is **4.00 p.m. on Thursday, 11th September 2025.**

E. Ruane, Director of Services

GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER