



St Aengus Community Action Group



#CES-2257137

FETTERCAIRN COMM AND YOUTH CTR,



Fettercairn Road, Tallaght, Dublin 24, D24

W92N



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



18/02/2026



01/04/2026

## How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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## Receptionist/ Admin required for TASP

### Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

2 Receptionists/ Admin are required for TASP. No experience is necessary, but an interest in the role and a willingness to engage in education and training are required. This is a great opportunity for the candidate to create real career prospects for themselves and gain valuable work experience and training to enable them to gain part-time or full-time employment in their chosen field. The candidate will receive full support and mentoring in their new role.

- **Sector:** human health and social work activities