



Manor St John Youth Service



#CES-2392351



Manor Saint John Centre, Manor Saint John,
Waterford, Co. Waterford, X91 AW8P



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/05/2025



30/06/2025

How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

(Search using the scheme reference number and submit your details)

or

Contact a case officer in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



Club Assistant / Coach

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.

You can register your interest by selecting the 'Register your interest' button or you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

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

Club Assistant Key Tasks - Coaching & Administrative Duties

Promotion of Club activities in the local community including both Player and Coach & recruitment using tools such as Social Media, Flyers etc

- Promoting links with local primary schools ensuring the club provides sufficient support through the provision of coaching and games to the pupils.
- Where appropriate develop a relationship with local post primary schools. - Working within local schools in a coaching capacity where links have been established

Promotion and facilitation of Education and qualification of all coaches & Mentors within the club,

- Organisation club coaches to attend appropriate courses, workshops and seminars and receive coaching qualifications.
- Assist Club Committee with the development and implementation of a Club Coaching Plan
- Assist Club with planning and facilitation of Child & Youth Games Opportunities

Complete Administrative tasks

- Planning & sourcing appropriate courses, workshops to meet Club requirements
- Assist Club with planning and facilitation of Child, Youth & Adult Games Opportunities
- Admin aspect of planning and facilitation of Child and Youth Games Opportunities - Administrative aspects of initiatives such as Talent Academies (Development Squads), (Summer,

Easter and Halloween Camps)

- Assist with Promotion through Social Media Content when required

Coaching & Mentoring

- Club Coaching /Mentoring in line with best practice guidelines.
- Assisting players to achieve their full potential with
- Adhere to all Health & Safety and Child Protection Guidelines

Key Holder

- Responsible for opening & locking up facilities as per work schedule
- Ensure Adherence to Health & Safety Guidelines in all aspects of work

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities