



Dun Laoghaire Rathdown Community

Employment Scheme



#CES-2394382



DALKEY CASTLE & HERITAGE CTR, Castle

Street, Dalkey, Co. Dublin, A96 DE61



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



03/06/2025



15/07/2025

## 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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## Tour Guide. Dalkey Castle & Heritage Site, Castle Street, Dalkey, Co Dublin. A96 DE61

### 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.

### Job Description

#### Duties

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

- Assist with delivering introductory tours, & fully guided tours.
- To prepare and lead Historical and Literary Walks\*
- To carry out reception duties: answering the telephone, handling and taking bookings and supplying tourist information in a highly professional manner.
- Till reconciliation and daily/weekly/monthly accounts, visa transactions.
- Stock-taking, stock-ordering, pricing.
- Filing, typing, photocopying, and other administrative duties as required.
- To assist in living History Tours.
- To actively participate as a member of the team within the Centre.

- **Sector:** arts, entertainment and recreation