



Bray Family Resource & Development Project

Ltd.



#CES-2395944



LITTLE BRAY COMMUNITY CENTRE, Old

Connaught View, Bray, Co. Wicklow, A98 TY45



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/06/2025



23/07/2025

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](#)



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Administration/Clerical/Reception

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.

Responsible for general clerical duties in COMMUNITY CENTRE - Fassaroe - Bray

- Filing, photocopying, basic computers, post, telephone etc, along with helping people with information.

Training will also be given

For more information call Wendy Brady 01 276 03 76 or wendy.lbfr@gmail.com

- **Sector:** other service activities