



PICES (CE Scheme) / Southside Partnership

DLR



#CES-2397242



Mounttown Community Facility, Meadowland

Avenue, Mounttown, Dun Laogh, Co. Dublin,

A96 KR65



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/06/2025



31/07/2025

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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Communications & Administration Assistant - Engaging Dementia Dun Laoghaire

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.

Engaging Dementia is a registered Charity that provides training, resources & support for people living with Dementia & their care partners.

Based In: Mounttown Community Facility, Dun Laoghaire.

Purpose Of The Position:

To provide communication & administrative assistance to the Engaging Dementia Team.

Hours: 19.5 hours per week.

Responsible To:

Engaging Dementia Chief Executive & the PICES Supervisor.

Main Duties and Responsibilities:

The following is not an exhaustive list of the duties associated with the post but is intended for the guidance of the person assigned to the job.

- Manage & create content for social media platforms such as Facebook, Twitter & LinkedIn.

- Create online newsletters to showcase upcoming training & events.
- Support email communications.
- Moderate content & discussion on the Engagement Hub, an online platform for people who have previously attended training courses, in particular the Sonas Programme Licensed Practitioners (SPLP's).
- Assist the Communications & Events Co-Ordinator with marketing of upcoming events & training.
- Moderate / support online meetings / workshops including in-person events.
- Utilise the Customer Relationship Management, (CRM) system Salesforce to support marketing activities.
- Help the team to organise the annual International Dementia Conference.
- File maintenance & storage of all hard / soft copy files in line with GDPR requirements.
- Attend training & team meetings as required.
- Other relevant duties as assigned from time to time.

Candidate Requirements:

- Interest in Marketing / Communications desirable.
- Previous administrative experience an advantage.
- Good IT skills including basic competency with MS Office Suite / Email / Databases / Zoom etc. would be beneficial.
- Knowledge of WordPress, Canva / Photoshop an advantage but not essential.
- Working knowledge of various social media platforms.
- Pleasant, friendly, have a welcoming manner, good communication & interpersonal skills.
- Commitment to confidentiality, respect for clients & adhere to current GDPR regulations.
- Attention to detail, good organisational & time management skills.

- Ability to work on their own initiative & as part of a team.

- Willingness to learn / ask questions to facilitate self – development.

- Full training will be provided to assist the successful candidate to settle into the role.

For further information contact Tim Reidy, PICES Supervisor on 0876291215 or email:

tim.reidy@sspship.ie

- **Sector:** administrative and support service activities