



COS Culture & Sport CE Project CLG



#CES-2398860

CARRICKBEG COMMUNITY SERVICES, The



Friary Church, Friary Hts, Carrickb, Co.

Tipperary, E32 D656



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/07/2025



02/09/2025

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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Secretary (COSTEDC/COSDA)

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.

The Secretary will provide assistance to the Carrick-on-Suir Tourism & Economic Development Committee and Carrick-on-Suir Development Association, duties may include but are not limited to the following:

Keeping an updated registry of association member;

Receive agenda from committee members, circulate agendas and reports;

Record, publish, circulate and maintain the minutes of board/committee meetings;

Maintain a calendar of association events and notify association personnel of forthcoming events in a timely manner;

Act as a focal point for the receiving and sending of correspondence on behalf of the association;

Keep a copy of all inwards and outwards correspondence;

Maintain records of the association;

Sending out notices of general meetings to the association membership;

Ongoing liaison with the chair and other board members;

Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations;

Keeping a record of any of the organisation's publications (e.g. leaflets or newsletters) and preparing a report of the organisation's activities for the year, for the Annual General Meeting.

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