



ST.BRIGID'S FAMILY AND COMMUNITY

CENTRE



#CES-2399357



CHILDRENS GROUP LINK, Oak Vill, Military

Road, Waterford, Co. Waterford, X91 KW2V



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/06/2025



06/08/2025

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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Social Enterprise Assistant

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.

Coordinate weekly production schedules.

- Ordering of raw materials.
- Source reusable wooden products that can be upcycled and sold to the public.
- Support the design and development of new products.
- Support sales to the public through participation in events such as Winterval and local / regional craft fairs.
- Support the implementation of Health & Safety requirements.
- Coordinate transport and delivery as required.
- Supervise the roles and involvement of the young members.
- Provide administrative support to include:
 - Weekly Output Report showing number of units produced across product types.
 - Weekly Inventory Control Report in support of product scheduling.
- Please add in the following.
- Engage with potential customers.
- Participate in the finishing and inspection of products including painting, decorating, etc.

Timetable

This position will be for 19.5 hours per week over four days.

The person appointed will need a good command of the English language both verbal and written.

- **Sector:** other service activities