



ST.BRIGID'S FAMILY AND COMMUNITY
CENTRE



#CES-2399801



St Brigid's Family Comm Ctr, 37 Lower Yellow
Road, Waterford, Co. Waterford, X91 C7WT



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/06/2025



08/08/2025

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](#)



Open your camera
app & point here
to view this ad
online



Administrator

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.

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To work as an administrator at St. Brigid's Family and Community Centre, including reception and front-of-office duties, correlating and inputting statistics and other information into the relevant computer programs, and performing general administrative duties.

Timetable 9 am- 1.00 pm – Monday to Thursday

9 am-12.30 pm- Friday.

Afternoon work may also be needed. This will be discussed at the interview.

- **Sector:** other service activities