



Gorey Adhoc Community Facilities Limited



#CES-2401202



COURTOWN HIBS Football Club, Boleany,
Courtown, Gorey, Co. Wexford,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/07/2025



18/08/2025

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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Sports Administration 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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

- Assist in managing club office and club shop
- Manage all team training schedules
- Assist with co-coordinating Easter/Summer/Autumn/Special Football Camps
- Attend Committee Meetings
- Update club noticeboards
- Liaise with all club sponsors re fundraising events
- Maintain club membership records
- Prepare documents for FAI Club
- Maintain Club FAI account
- Any other duties required by the club

Garda vetting will be required for this position

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