



Garter Lane Arts Centre



#CES-2401249



University Hospital Waterford, Dunmore Road,
Waterford, Co. Waterford, X91 ER8E



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/06/2025



01/08/2025

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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Assistant Administrator with Réalta/Waterford Healing Arts: CE Scheme

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.

The Assistant Administrator assists with all administrative tasks to ensure the smooth running of the organisation.

Duties will include:

- Reception duties
- Photocopying, filing, and other general administration duties
- Managing room bookings for events, training, interviews etc
- Taking minutes at meetings
- Contributing to monthly team meetings
- Hospitality during workshops and other events
- Supporting the management of the Art Collection
- Supporting other aspects of the organisation where needed
- Working in compliance with the Health + Safety and Infection Control standards of the HSE

The Waterford Healing Arts programmes bring music, visual art, creative writing and storytelling to patients at University Hospital Waterford (UHW) and other healthcare settings to lift spirits and to improve the quality of life of patients and their families who are going through the incredibly difficult experience of illness. Through our programmes we work with patients of all ages, and with various different conditions and illnesses. We see the positive impact of our work every day, so it is very rewarding to work in this organisation.

To apply for this position please e-mail your letter of application and an up-to-date CV, with names and contact details of 2 referees, to:

Claire Meaney, Director, Réalta at claire.meaney@realta.ie by 1pm on Friday 1st August 2025.

Please make sure your contact details include your current telephone number.

For any queries in relation to this position please call (051) 842664 or email claire.meaney@realta.ie

Applicants should be prepared to undergo Garda vetting.

- **Sector:** arts, entertainment and recreation