



Carmichael Centre for Voluntary Groups



#CES-2401444



AN SÍOL, 19 Manor Street, Dublin 7, D07  
N973



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/07/2025



19/08/2025

## 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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## Administrative 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.

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### Job Description

#### Duties

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

Assisting with the management of the senior alert scheme

Supporting the project in planning and development meetings

Supporting team leaders with funding applications

Attending to volunteers and service users needs

General administration support

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