



North Kildare Leisure Club CLG



#CES-2401725



RATHCOFFEY GAA CLUB, Moortown,
Rathcoffey, Co. Kildare, W91 W292



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/07/2025



20/08/2025

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](#)



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



Administration Assistant @ Rathcoffey GAA Club

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.

Would you like to work on a Community Employment Scheme where the aim is to help you bring out the best in yourself? Our aim in North Kildare Leisure Club is to assist you in successful employment opportunities. Training and Development is very important to this Community Employment Scheme. We will help you excel and exceed your capabilities with the right training. Work as an Administrative Assistant in your local GAA Club in Rathcoffey GAA Club and learn valuable skills. Be a part of a club which plays a significant part in your local community.

Training will be provided for this role to allow you to enhance your career opportunities.

- **Sector:** other service activities