



ADAPT DOMESTIC ABUSE SERVICES



#CES-2401775



ADAPT HOUSE, Rosbrien Road, Limerick,
Co. Limerick, V94 AX95



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](#)



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Administration Assistant ADAPT Services

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.

ACCOUNTABILITY: The Administration Assistant will report to the Administration Co-ordinator & CE Supervisor or another staff person designated by the Director and will work as part of the staff team.

OVERALL PURPOSE OF THE Project:

The Learner will have a dual focus:

- a) To support the learner in their professional development and enhance their employment prospects. This will include providing them with:
 - o Quality work experience with the opportunity to work alongside highly skilled professionals
 - o Regular professional supervision to promote reflective practice
 - o Access to quality training opportunities to support the Intern to carry out their responsibilities.
- b) To enhance the capacity of ADAPT to promote the right of women and their children to a life free of violence. This will include:
 - o Providing quality services and supports support for women survivors of domestic abuse and their children
 - o Promoting a model of relationship based on equality, dignity and respect
 - o Promoting awareness of domestic abuse and the services and supports provided by ADAPT
 - o Enhancing the capacity of organisations and individuals to recognise domestic abuse and to respond and refer appropriately
 - o Highlighting issues of national and regional policy that conflict with promoting the safety of women survivors and their children

CORE RESPONSIBILITIES OF THE LEARNER:

Working under the direction of the Administration Co-ordinator & CE Supervisor, the Learner will be involved in supporting the administrative needs of the service. The Administrative Assistant is the first point of contact for all queries and visitors to the Service. This will include:

- Operating telephone switchboard to answer and forward calls to the relevant department, providing information and message taking.
- Greeting visitors in a professional and friendly manner, determining nature and purpose of visit, and directing them to the relevant location.
- Dealing with client queries in a professional and courteous manner and directing them to the relevant department.
- Assisting in maintaining administrative tasks e.g. ordering and allocating stationery, booking meeting rooms and carrying out other responsibilities as appropriate to the role.
- Assisting in the distribution of ADAPT resource materials and information on the Service.
- Providing administrative support as appropriate to the needs of the Service, including minute taking, file management, organising meetings and other events;
- Using Word, Excel and Powerpoint and other IT skills to carry out administrative tasks;
- Supporting the maintenance of databases as appropriate including entering data and generating reports.
- Participating in professional supervision, training, staff meetings and other staff development activities provided by ADAPT.
- Working as part of the staff team and contributing to the on-going development of ADAPT and its services;
- Being flexible and willing to help out in other areas as and when required.

- **Sector:** other service activities