



CAIM CE Group Scheme CLG



#CES-2402256



Saint David's Church, Davidstown,  
Enniscorthy, Co. Wexford, Y21 RR64



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/07/2025



22/08/2025

## 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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## Parish Secretary

### 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.

Secretarial duties including compilation of the Parish Newsletter, taking bookings, answering telephone queries. Use of email and internet. Updating Parish accounts on Big Red Cloud accounts package and manual book keeping. Use of Microsoft Word and Excel.

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