



WESTPORT BUSINESS COMMUNITY
LIMITED



#CES-2407034



The Leeson Enterprise Centre, Altamount
Street, Westport, Co. Mayo, F28 ET85



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/08/2025



24/09/2025

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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Tidy Towns Administrator / Secretary - Leeson Enterprise Centre Administrator

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.

Secretarial / Administration duties for Tidy Towns, Westport Chamber and The Leeson Enterprise Centre.

Partake and coordinate clean up events throughout the year.

Manage and update social media and other electronic communications Website, e-mail, Facebook, Twitter.

Support local business and community groups in the town.

Link with Residential Areas and organise Residential Areas Competition.

Liaise with Tidy Towns DSP workers on various projects.

Contact and liaise with Volunteers.

Draw up town and suburbs cleaning Rotas.

Contact community groups in Westport.

Attend Tidy Towns meetings / Take minutes at meetings.

Co-ordinating bookings - Organisation and administration of bookings for the meeting and training rooms.

Co-assist in organising events weekly/ monthly.

Set up training rooms for groups.

Promote the centre at events.

To handle all enquiries to the centre by telephone, e-mail and in person.

Manage bookings for meeting rooms.

Promote Westport as a place to work and visit.

Carry out other duties as may be required from time to time.

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