



NTDC



#CES-2408055



Rosemary Square, Roscrea, Co. Tipperary,  
E53 V524



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/08/2025



30/09/2025

## 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](#)



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



## Play facilitator / Admin support

### 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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

### Job Description

#### Duties

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

This role is an administrative assistant and play support worker with Autism Awareness.

Duties Maintaining reception to company standard.

Dealing with Clients and Customers

Managing visitor sign in books

General Admin support- emails excel database and phone calls

Support with the play groups with the clients

For more information contact [pkeyes@ntdc.ie](mailto:pkeyes@ntdc.ie)

- **Sector:** education