



Irish Wheelchair Association Athy



#CES-2408414



IRISH WHEELCHAIR ASSOCIATION, Teach
Emmanuel, Woodstock St, Athy, Co. Kildare,
R14 P038



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/08/2025



02/10/2025

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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Programme Assistant - CE Scheme - Athy

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.

Duties to include: The role of the Programme Assistant is centred on the planning and delivery of projects, programmes and individual supports to service users using the Resource and Outreach services/CE Supervisor.

Their key responsibilities include:

Preparing the Resource Centre for service delivery, and ensuring rooms are cleaned and left appropriately after use.

Developing project and programme design templates in line with the Annual Service plan.

Delivering projects and programmes within the Resource and Outreach Service as directed by the Programme Organiser/CE Supervisor.

Reporting any service delivery issues /challenges to Programme Organiser/CE Supervisor.

Supporting service users to progress in line with their Individual Service Plan as directed by the Service Coordinator/CE Supervisor.

Providing individual supports to service users in accordance with their defined requirements. •

Carrying out the Programme Organiser role as assigned by the Service Coordinator or the CE Supervisor.

Please contact you local Intreo office or the local Obair office for more information or alternatively you can debbie.oneill@iwa.ie or ring 085-8501065 for more information.

- **Sector:** human health and social work activities