



North Kildare Leisure Club CLG



#CES-2409176



NORTH KILDARE SPORTS CLUB, Maws,  
Kilcock, Co. Kildare, W23 NR2F



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/08/2025



08/10/2025

## 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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## Administration Assistant - North Kildare Sports Club

### 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.

The aim of North Kildare Leisure Club is to assist you in successful employment opportunities. Training and Development is paramount to this organisation. Care for the individual and further development of the individual personality is our objective.

The Administration Assistant in North Kildare Sports Club will gain experience in a variety of ways - from answering the phone, responding to emails, dealing with member queries, managing the booking system and dealing with the payment system.

The Administration role will undertake office reception/administration tasks, ensuring efficient and effective support for both North Kildare Leisure Club, North Kildare Sports Club or the relevant Sub Sponsor site.

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities