



APEX HOUSING ASSOCIATION (IRELAND)

COMPANY LIMITED BY GUARANTEE



#JOB-2409944



Letterkenny, Co. Donegal,



No of positions : 1



Paid Position



22.5 hours per week



32355.00 Euro Annually



01/09/2025



15/09/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.apex.org.uk/jobs>



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



Scheme Manager, Fortwell

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

To assume responsibility for the day to day running of the scheme and ensure as far as possible, the safety and well being of the residents. To encourage tenants to make the scheme into a mutually supportive environment for themselves, friends, relatives and other groups in the area. To identify support and participate in support planning to ensure adequate provision for the tenants, consistent with enabling tenants to retain the maximum possible level of independence. To undertake and ensure the proper administration, management and maintenance of the scheme in accordance with the Association's standards and procedures.

Essential Criteria

2 years experience working with the elderly in a care/support role

Administrative experience.

Computer Literacy and Proficient in Microsoft Office

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

Career Level

- Entry Level