



Youth Work Ireland (Galway Youth Federation)



#CES-2410994



Youth Work Ireland Galway, 197 Castle Pk,  
Bally, Galway, Co. Galway, H91 A7X4



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/08/2025



19/09/2025

## 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



## Administration Assistant (Ballybane)

### 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.

#### General duties

Getting familiar with organisation's policies and procedures, data protection guidelines and Health and Safety Statement

Learning about the Youth Work Ireland Galway mission, activities, projects and programmes

Maintaining confidentiality about the young persons' and employees' personal and other sensitive information

Keeping work areas safe according to the requirements of Youth Work Ireland Galway Health and Safety Statement and policy

Attending mandatory and job related trainings

Ensuring the organisation's resources are used judiciously and avoiding resource wastage

Ensuring the time sheets are filled daily

#### Administrative Assistant duties

#### Financial support

Processing and preparing invoices for payment

Preparing Revenue Enhanced Revenue reports

Entering invoices and staff expenses into the accounts system

Scanning invoices and staff expenses into the accounts system

Reconciling utility bills

Dealing with staff and volunteer expense records and expense reimbursement

#### Insurance support

Dealing with insurance for the whole organisation

Dealing with youth club insurance

#### Garda Vetting

Process Garda Vetting applications

Managing staff Garda Vetting expiry dates and re-vetting as and when required

#### Office Inventory management

Managing office stationery supplies, ensuring value for money by checking the best prices, placing orders, taking deliveries, checking delivery dockets and invoices

Maintaining office inventory records

Maintaining mobile phone inventory records

#### Other duties

Shredding and recycling

Meeting and greeting visitors cordially and professionally, answering their queries and providing visitors with information about the organisation and its activities

Performing other relevant work duties as necessary

#### Necessary skills

Confidentiality and courtesy in dealing with young people, staff, volunteers and visitors

Basic IT skills – internet, e-mail, file management, copying, scanning, printing

Basic Word processing, Excel and typing

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