



County Kildare LEADER Partnership,

Enterprise Skills Programme



#CES-2411341

KILDARE LEADER PARTNERSHIP, Kildare



Comm Dev Ctr, Meadow Road, Kildare, Co.

Kildare, R51 RF88



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/09/2025



22/10/2025

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](#)



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



Administration Assistant - Traveller

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.

Duties will include:

- Assisting the centre manager to carry out planned and routine administrative tasks.
- Giving support to reception staff.
- Carrying out general administrative tasks such as answering phone, word-processing, printing, and photocopying, generating text for centre leaflets, marketing, and reports
- Attending regular group meetings.
- Assisting with events/programmes being organised by KTA
- Working alongside the Community Development worker.
- Working with the coordinator/manager to help plan, organise & promote events.
- Attend community events.
- Linking with the coordinator/manager to network with other organisations and help build connections with interested partners.
- Working closely with sponsor and supervisor
- Carry out any other duties relevant to this position as assigned

This position is under the Enterprise Skills Programme CE Scheme and will be based at the host organisation: Kildare Traveller Action (KTA) CKLP, Kildare Town, Co. Kildare and encourages applications from members of the Traveller Community.

For more information Contact the Traveller Community Development Worker,

or the CE Supervisor: David O Connor 086 - 0210160

email: davidconnor@countykildarelp.ie

- **Sector:** public administration and defence; compulsory social security