



Enable Ireland - Galway



#CES-2411517



Unit 1, McHale Rd Rtl Pk, Castlebar, Co.

Mayo, F23 WF57



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

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

Printing

Scanning

Filling

Local CE Administration: contact person for timesheets and other duties as required by the CE

Supervisor

Job Specific Duties

Maintaining and updating volunteer database and files

Managing enquiries and applications - volunteers

Maintaining and updating staff training database

Orientate and set up new staff on iGrow/HSELand or any other training portal as directed

Organise mandatory training for new staff

Ensure that mandatory certification for all staff is renewed as per renewal dates of certificates

Responsible for the recruitment of Volunteers by displaying posters in shops, colleges, emailing church newsletters and newspapers promoting recruitment of the Volunteer service.

Maintain and update database of local training providers

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