



Dun Laoghaire Rathdown Community

Employment Scheme



#CES-2414274



STONEBRIDGE COMMUNITY CENTRE,

Stonebridge Grove, Shankill, Co. Dublin, D18

FH04



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/09/2025



11/11/2025

## 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. Stonebridge Community Facility

### 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.

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### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

meet and greet members of the public.

- Answer phone and record messages.
- Take bookings detail and Keep diary up to date.
- Assist with typing, photocopying and filling.
- Meet & greet members of the public
- Assist Administrator or Development Officer when necessary.
- **Sector:** administrative and support service activities