



Gorey Adhoc Community Facilities Limited



#CES-2415099



HSE, Gorey District Hosp, Gorey, Co.

Wexford, Y25 KX86



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/10/2025



17/11/2025

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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Office Administrator & Support Activities Facilitator

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.

This position is based in Gorey Community Hospital and is an exciting opportunity for a caring energetic, compassionate, kind, creative and reliable person to join their team.

Key Responsibilities - Office Administration Support

Provide general administrative assistance to staff and management, including handling correspondence, preparing documents, and scheduling meetings

Manage incoming phone calls, emails, and enquiries, directing them to the appropriate personnel

Monitor and maintain office supply inventory, placing orders as needed

Coordinate meetings, appointments, and travel arrangements for staff and patients

Assist the Clerical Officer in processing expenses, tracking budgets, and reconciling invoices

Support the organisation and execution of internal events such as staff meetings, team-building activities, and other functions

Perform data entry and prepare regular reports for management review

Activities Support (to cover leave of Activities Facilitator)

Assist in planning, coordinating, and delivering a stimulating activity programme for individual patients and patient groups, in collaboration with the Occupational Therapist and Nurse in Charge

Support a range of activities such as music therapy, arts and crafts, reading sessions, and interactive/board games

Help organise social events on the ward, involving patients, visitors, and staff, while considering the individual needs and abilities of each patient

Undertake any required training relevant to the role to enhance service delivery

Demonstrate strong teamwork, communication, and interpersonal skills

Please Note: Garda Vetting is required prior to the commencement of this placement.

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