



Kilcornan Community Development

Association



#CES-2417766



Brothers of Charity , Kilcornan, Clarinbridge,
Co. Galway,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/10/2025



04/12/2025

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



Administrator

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.

General Office Duties, answering phone, taking messages, checking and responding to emails.

Recording payments made & monies received, Monthly Bank Reconciliation.

Successful applicants will be given the opportunity to complete a QQI qualification while gaining practical work experience.

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