



Youghal Community Employment Ltd

#CES-2419031

Saint Mary's College, Emmet Place, Youghal,
Co. Cork, P36 N796

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

08/12/2025

19/01/2026

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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Administrative Assistant Youghal Tidy Towns and Youghal Lawn Tennis Club

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.

Youghal Tidy Towns and Youghal Lawn Tennis Club are seeking a Shared Administrative Assistant.

Main Duties:

General administrative support for both organisations

Answering phone calls, emails, and maintaining records

Assisting with correspondence, reports, and meeting notes

Supporting event coordination, social media updates, and general office tasks

Basic computer and communication skills desirable; training will be provided.

This shared role offers a great opportunity to develop office and organisational skills while contributing to two valued local community groups.

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