



County Roscommon Women's Network



#CES-2421637



RIVERSIDE Centre, Athleague, Co.

Roscommon, F42 K685



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/12/2025



30/01/2026

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](#)



Open your camera app & point here to view this ad online



Administrator – CycleUp Textiles Social Enterprise

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.

This is a development opportunity designed to support you in learning new skills to help with your career opportunities. Duties will include:

- Reception duties that include face to face customer service
- Using a computer for both sales and Administration
- Administration support to other members of the CycleUp team
- Website support management and on-line sales
- Keeping the building and shop areas clean and presentable

Other duties may be added at any time that are commensurate with the post holders ability.

Contact jfellows@rwn.ie | +353 (0) 94 962 1690 x 4

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