



- 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](#)



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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.

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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