



The Shanty Educational Project Ltd t/a An

Cosán



#CES-2424081



AN COSÁN, Kiltalown Vill Ctr, Fortunestown

Road, Dublin 24, D24 R3PN



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/12/2025



20/01/2026

## 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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## Business Administration & PR/Communications Assistant (CE Programme)

### 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.

Community Employment Programme

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You can register your interest by selecting the 'Register your interest' button or you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

#### Duties:

This is a developmental opportunity; no prior experience is required. Full training will be provided to support your learning and future career progression.

As a Business Administration and PR/Communications Assistant, you will:

Assist with general office tasks such as filing, organising documents, and maintaining simple records.

Help with basic photocopying, collating, and replenishing office supplies.

Use basic computer applications to create and update documents, emails, and simple spreadsheets (training provided).

Assist at reception for short periods, handling basic enquiries and phone messages.

Support small administrative tasks across departments as part of your learning programme.

**Additional Responsibilities:**

Help prepare simple notices, updates, or basic content for community information.

Gather information or photos for newsletters, community events, or organisational updates.

Support communication activities with learners, staff, and community partners in a friendly and professional manner.

Participate in small community engagement projects, assisting with coordination and communications tasks.

Maintain a good level of English in all written and spoken communications.

**Sector: Business Administration / Communications**

This role focuses on learning essential administration and introductory PR/communications skills in a supportive environment. Comprehensive training and guidance will be provided to help you build confidence and prepare for future career opportunities.

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**Benefit of CE :**

Opportunity to upskill

19.5 hours per week

Certified training

Work life balance

No experience needed - all training and support will be provided.

Increase in weekly payment

Please forward your CV and cover letter to email: [T.Voitovych@ancosan.ie](mailto:T.Voitovych@ancosan.ie)

**Address:**

Kiltalown Village Centre,

Jobstown, Tallaght, D24 R3PN

Application Details - Please contact your local DEASP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Applicants must also be in receipt of an Irish social welfare payment.

- **Sector:** education