



Ability West



#CES-2424143

ABILITY WEST, Blackrock House, Dún Na



Carraige, Blackrock, Salthill, Co. Galway, H91

R254



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/11/2025



18/12/2025

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



Administration Assistant - Blackrock House, Salthill

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.

General Duties Include

Provide administrative support to Volunteer Programme manager and staff

Maintain and manage general filing system

Assist with volunteer recruitment

Assist with events management

Type documents and maintain database and spreadsheets

Processing volunteer applications, sending emails, assisting with event management, assisting with Garda vetting administration, reference checking, and general administration duties.

Training Provided:

Mandatory Ability West Internal Training

Specific training tailored to meet your career needs

Requirements:

Garda Vetting will be required for this role

Contact: bredak@abilitywest.ie / 087 675 1415 for further information.

- **Sector:** human health and social work activities