



Mallow Doneraile C.E.S

#CES-2424476

SHANBALLYMORE COMMUNITY CENTRE,
Shanballymore, Co. Cork, P51 RXR8

No of positions : 2

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

31/12/2025

11/02/2026

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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Secretary Shanballymore Community Center

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.

General office duties, working in the Community Centre in Shanballymore. General upkeep of accounts, working with Excel, Word. Ideal starting position for candidate interested in administration.

Community Employment Scheme

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