



St. Brigid's Community Centre

#CES-2425498

LITTLE VOYAGERS, Ardfert Comm , The Village, Ardfert, Co. Kerry, V92 H0FE

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

04/02/2026

18/03/2026

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 (Early Learning and Care Programme) - Little Voyagers Ardfert – Community Employment 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.

Duties will include dealing with the public, answering the telephone, photocopying, filing, and other office work. Working as part of the administration team. Applicants must supply character references and be prepared to complete a Garda Vetting application. Good command of the English language - written and spoken.

Please send your CV to: fasstbrigids@hotmail.com or post it to CE Supervisor, St Brigid's Community Centre, Hawley Park, Tralee, Co Kerry, or telephone 066 7128521 for more information

- **Sector:** education