



Tomacork Community Employment Ltd



#CES-2425637



Saint Brigid's Church, Kilrush, Bunclody, Co.

Wexford, Y21 NV00



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



18/12/2025



29/01/2026

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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Parish Secretary - Kilrush - CE Scheme

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: general parish office administration, reception, meeting and greeting public, taking calls, compiling weekly news letter., other ad hoc duties as required by the parish.

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