



- 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.

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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