



Wexford County Council (CE)

#CES-2426771

New Ross, Co. Wexford,

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

12/12/2025

23/01/2026

## Secretary

### 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.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties include carrying out day to day office administration and providing administrative support to the CE Supervisor. Computer Skills necessary. Hours are Mon - Fri - 19.5 Hours per week.

For further information or for an application form please contact Sean O'Neill on 0869478001 / [sean.oneill@wexfordcoco.ie](mailto:sean.oneill@wexfordcoco.ie). or CE Scheme Assistant Supervisor Adrienne Martin on 0870534723 / [newrosscepsouth@wexfordcoco.ie](mailto:newrosscepsouth@wexfordcoco.ie)

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



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