



COMES Ltd



#CES-2426851



Oranmore Community Centre, Dublin Road,

Oranmore, Co. Galway, H91 AV2D



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



05/01/2026



16/02/2026

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](#)



Open your camera app & point here to view this ad online



Sports Administrator - Office Support Maree-Oranmore FC

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.

This role will be based in Maree Sports Facility, the candidate will be liaising with Maree/Oranmore Soccer Club - offering office support to club officers. The role will include registration of players using FAI databases, updating social media and websites. Dissemination of information between members. Filing, answering phone calls/emails.

Ideally the candidate would have the capacity to do some caretaking duties for the new facility.

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

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