



South Dublin County Partnership

#CES-2427835

County Hall, Belgard Square North, Tallaght,
Dublin 24, D24 A3XC

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

08/01/2026

19/02/2026

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



Administrative Assistant - South Dublin County Partnership (Communications Team)

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.

Key Duties:

- Providing general administrative support to the Communications Team
- Assisting with preparing and distributing flyers, reports and other communications materials
- Helping with website updates by uploading approved content
- Supporting social media activity, including gathering content and scheduling posts under guidance
- Updating and maintaining templates for flyers, posters and internal documents
- Assisting with internal communications and staff updates
- Carrying out general office duties such as filing, data entry and email support

If you are interested in this role, please contact your local Intreo office quoting the vacancy number or forward your c.v. to louise.parsons@sdcpartnership.ie

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