



CLONASLEE COMMUNITY DEVELOPMENT

ASSOCIATION LIMITED

 #CES-2429391

 CLONASLEE COMMUNITY CENTRE, Bellair,
Clonaslee, Co. Laois, R32 HP40

 No of positions : 1

 Community Employment Programme

 19.5 hours per week

 [Community Employment Programme Rates](#)

 18/01/2026

 01/03/2026

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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Office Administrator

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 include:

Supporting the CE Supervisor with a variety of administrative duties such as invoicing, record keeping, filing, basic book keeping, photocopying and typing documents, responding to emails/telephone messages and diary management.

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

To learn more about the valuable work undertaken by Community Employment Programmes take a look at the linked video: <https://vimeo.com/523868167/845d3588b5>

This position includes annual training opportunities.

Please send CV's and covering letter to Manager, Clonaslee Community Center, Bellair, Clonaslee, Co. Laois. OR email: clonasleecommunitycentre@gmail.com

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