



Roscommon & District Soccer League

#CES-2430140

ARIGNA LEADER CTR, Arigna Ent ,
Derreenavoggy, Arigna, Co. Roscommon, N41

D2N8

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

21/01/2026

04/03/2026

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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Admin Support Worker at Arigna Leader Office

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.

Meet & greet

phone answering

filling

preparing rooms for meetings, courses etc

general office duties

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