



Glanmire Area Project CLG

#CES-2430224

GLANMIRE AREA COMM ASSOCIATION, Old

Schoolhouse, Riverstown, Glanmire, Co. Cork,  
T45 W992

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

22/01/2026

05/03/2026

## 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](#)



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

Office      Administrator/Receptionist      /Secretary  
Riverstown Community Centre - Glanmire

### 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.

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### Job Description

#### Duties

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

Duties will include: excel, use of internet/email, filing, basic accounts, phone, reception duties, updating bookings/facebook page, liasing with board of management, caretaking staff, clients and patrons using the centre, updating community assoc committee as required and general office duties as required.

Please forward a CV to - [angela@glanmirecepject.ie](mailto:angela@glanmirecepject.ie)

For enquiries: Contact Supervisor: Angela Murphy

Please note eligibility criteria will apply.

<https://jobsireland.ie/en-US/Supportstohelpyoufindwork>

<https://jobsireland.ie/en-US/JIVideos>

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