



ST.BRIGID'S FAMILY AND COMMUNITY
CENTRE



#CES-2430553



St Brigid's Family Comm Ctr, 37 Lower Yellow
Road, Waterford, Co. Waterford, X91 C7WT



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/01/2026



06/03/2026

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 Portlaw Community resource Hub

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.

To assist in the administration of St. Brigid's office in Portlaw Community Resource Hub including dealing with requests from individuals who require information in relation to programmes and activities in the Hub and taking bookings for programmes and activities

- General administration: includes filing, updating information files and records, word-processing, etc. Ensure that files are correctly and securely stored in line with best practice.
- To assist in the promotion of the programmes and activities taking place in the Hub including creating posters and leaflets

19.5 hours per week

Timetable to be agreed.

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities