



Offaly Heritage Centre Ltd.



#CES-2432505



OFFALY HISTORICAL SOCIETY, Bury Quay,
Tullamore, Co. Offaly, R35 Y5V0



No of positions : 3



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/02/2026



18/03/2026

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



Clerical Assistant CE Scheme

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.

Community Employment - Office Administration positions – Your eligibility will have to be verified by the Department of Social Protection.

Are you interested in re-joining the workforce or do you know someone who is – Community Employment may be able to assist you in achieving this....

Offaly History Centre is situated at Bury Quay, Tullamore, Co. Offaly. The society was founded in 1969 and since 1994 we have worked with the Community Employment Scheme and assisted hundreds of people gain valuable employment in many spheres.

You will join the team and work in a retail and research environment to provide administration support as required. Good typing skills and knowledge of Microsoft office is an advantage. An interest in local history, whilst desirable is not essential.

Skills: Office Skills to include, Typing, Photocopying, Scanning, Computer Skills, Database Entry, Audio Typing, Reception and Computer Services. On the Job Training is provided.

The Opportunity to take formal training and upskilling is encouraged.

Interested Applicants please send your CV's by post to Offaly Heritage Centre, Bury Quay, Tullamore, Co. Offaly or email info@offalyhistory.com for more details

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