

 Threshold #CES-2433582 25 Strand Street Great, Dublin 1, D01 XP04 No of positions : 5 Community Employment Programme 19.5 hours per week [Community Employment Programme Rates](#) 11/02/2026 25/03/2026

## 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



## Administration Assistant

### 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 provide essential administrative support to Threshold's frontline housing advice and advocacy services for those renting, experiencing tenancy problems and at risk of becoming homeless

#### Supporting Frontline Services

Providing administrative support to frontline advice and Tenancy Protection Service staff in assisting with the setting up, maintaining and closing off of cases on our client database.

Assist with any required paperwork and correspondence in relation to client cases.

Ensure client files are accurate and up-to-date.

Cover reception where required.

Assist with the handling of post.

Assist in the correct filing of documentation across the office and ensuring that paperwork is not left unattended

Any other relevant tasks

Policy, Legal, Communications and Research

Assist with periodic surveys of clients for campaigning, research and legal purposes.

Assist in the organising of and hosting of events such as annual report and other report launches

Maintain and update relevant mailing lists

Deal with enquiries by phone, email and other

Any other relevant tasks

Head Office including fundraising and HR

To support the fundraising team through the processing of post and donations received in response to campaigns.

Input donations to our donor database and update database where required.

Provide administrative support to HR administrator.

Share in the necessary administrative and domestic tasks (including updating information, filing, and compiling statistics) to assist head office support front line services.

- This vacancy is suitable for Remote/Blended working
- **Sector:** information and communication