



Clonmel Community Network CLG



#CES-2434890



Peter Street Rooms, 11/12 Peter Street,

Clonmel, Co. Tipperary, E91 F662



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/02/2026



20/03/2026

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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Administrative assistant (Temporary basis) Cuan Saor Womens Refuge and Counselling Service

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

This is a development opportunity, training will be provided in all aspects of this role.

This is a temporary position to cover a 26 week break from the CE Scheme for a participant who has taken up full time employment. The contract will be for 26 weeks in accordance with CE Scheme regulations, with the possibility of extension.

Duties will include but not limited to: general administration and clerical tasks, answering phones, typing, filing, scanning, printing etc.

Flexibility, reliability, and confidentiality are imperative to this role.

Good written and oral communications skills are desired qualities for this role. Basic computer skills/knowledge is essential.

For more information or to apply for this position please email ccnclg@gmail.com

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