



Cliffords Welfare Services Limited by

Guarantee

#CES-2434991

Saint Bridget's Centre, Roche's Road,  
Wexford, Co. Wexford, Y35 Y4EP

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

20/02/2026

03/04/2026

## 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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## Office Admin

### 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.

Previous Office Admin experience essential

duties include answering phone, emails and dealing with callers to the centre

Filing, letter writing, are part of duties

Management may request you attend meetings etc

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