



Orchard Community Development Centre Ltd



#CES-2435563

CHERRY ORCHARD EQUINE CENTRE,



Cherry Orchard Green, Ballyfermot, Dublin 10,  
D10 XW08



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/02/2026



08/04/2026

## 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](#)



Open your camera app & point here to view this ad online



## Administration Staff (Stables Yard Office)

### 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.

Love Being Around Horses & Have Great Admin Skills?

Are you organised, outgoing, and have a sharp eye for detail?

Do you enjoy working in a busy yard environment while keeping everything running smoothly behind the scenes?

We are looking for a friendly and reliable team member to join us in our yard office.

Role Includes:

Record keeping

Filing and organising

Handling email enquiries

Supporting day-to-day yard administration

This is a fantastic opportunity to work in a vibrant equestrian environment while using your administration skills in a rewarding setting.

Please forward a copy of your CV to [cesupervisor@cherryorchard.ie](mailto:cesupervisor@cherryorchard.ie) or contact your case officer in your local office

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