



Athlone Community Services Council CLG



#CES-2438821



8 Connaught Street, Athlone, Co. Westmeath,
N37 V9K6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/04/2026



10/06/2026

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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Clerical Support Worker - Athlone Family Resource Ctr.

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.

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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.

The Clerical Worker will support the work of the Social Prescribing Programme and the Community Food and Nutrition Programme in Athlone. Admin tasks include maintaining a paper and electronic filing system, assist with keeping contact databases and records up to date, Support with the creation of promotional materials, attend regular planning and update meetings with the Social Prescribing Link Worker and the Community Food and Nutrition Worker.

- **Sector:** human health and social work activities