



Cavan Youth & Environmental Project clg



#CES-2439450



CYEP, Kingscourt Comm Ctr, Lwr Main St,  
Kingsco, Co. Cavan, A82 N8K5



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/03/2026



01/05/2026

## 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 Administrative Assistant/Caretaker

### 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.

The role is a blended position combining administrative support with light caretaking duties across the community offices and community centre.

-Duties will include:

- Answering phones and dealing with general enquiries
- Organising, filing, and maintaining records and paperwork
- Ordering office supplies and assisting with basic IT tasks
- Supporting the day-to-day administration of the office
- Assisting with the upkeep of the community centre and offices
- Preparing rooms for meetings, training sessions, and community events
- General caretaking and support duties as required

Participants will have the opportunity to undertake accredited QQI training along with additional courses relevant to the role. This placement is designed to support both upskilling and reskilling, helping participants build confidence and improve their employment prospects. Ongoing guidance and supervision will be provided to ensure participants are supported throughout their placement and can progress at a pace suitable to their individual needs.

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