



SOUTH DUBLIN VOLUNTARY GROUPS

COMPANY LIMITED BY GUARANTEE



#CES-2439776



WorkEqual, 4 Ellis Quay, Dublin 7, D07 XRF9



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/03/2026



05/05/2026

## 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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## Boutique Coordinator - WorkEqual (Dress for Success)

### 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.

WorkEqual's mission is to provide innovative, targeted services and programs to help people (re)entering the workplace to reach sustained economic independence.

The role of the Boutique Coordinator is to act as the first point of contact with WorkWqual (formally Dress for Success), dealing with telephone and email queries, visitors, and correspondence and providing administrative support to the back office staff. This also includes work with the company database and general office duties.

#### Job Specs.

- Carry out general administrative duties
- Record contact details, activities, donations, and other data on the company database.
- Maintaining stationery and other stock levels.
- To perform such other tasks as may be reasonably assigned from time to time in consultation with the line manager.

All training provided.

Hours of work: Mon – Tue (9 am – 5 pm)

Wed (9 am – 12.30 pm).

Location of work: WorkEqual,4 Ellis Quay, Smithfield, Dublin 7, D07 XRF9, Ireland

- **Sector:** information and communication

