



TULLOW COMMUNITY GROUP CLG



#CES-2439797



Tullow Parish Community Centre, New Chapel Lane, Tullow, Co. Carlow, R93 Y0F8



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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## Receptionist/Clerical Support - CE Scheme

### 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.

To support Forward Steps Family Resource centre's ever-growing service which provides education, counselling and Childcare Supports to the whole community, through reception/clerical duties.

Telephone, meeting and greeting visitors to Forward Steps Resource Centre.

Taking bookings and payments for childcare services, room rental, training courses and workshops where relevant;

Assist in applying for grants.

Computer work i.e. e-mails, internet, office packages, produce booklets, posters, etc. updating social media, website, Facebook;

Assist with events, courses as required;

Gain an understanding of community and the supports available to help people in their efforts to make their own and the lives of their communities better.

Undertake training opportunities.

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