



The Shanty Educational Project Ltd t/a An

Cosán



#CES-2440385



AN COSÁN, Kiltalown Vill Ctr, Fortunestown  
Road, Dublin 24, D24 R3PN



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/03/2026



08/05/2026

## 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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## Community Employment Programme – IT Assistant (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.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

#### Job Description

This is a developmental opportunity as part of the Community Employment Programme. The participant will support day-to-day IT-related activities within a community organisation.

Duties will include:

- Assisting staff and learners with basic IT queries
- Supporting setup of laptops and equipment for classes
- Assisting with online sessions (e.g. Zoom)
- Maintaining records and updating spreadsheets
- Organising digital files and shared folders
- Supporting general administrative tasks as required

#### Requirements

- Good standard of written and spoken English
- Confident use of computers and ability to navigate different systems
- Familiarity with Microsoft Office (Word, Excel, Outlook)
- Ability to follow processes and complete tasks accurately
- Good organisational skills and attention to detail
- Ability to work independently and manage routine tasks
- Reliable and consistent approach to work
- Willingness to learn and participate in training

#### CE Scheme Benefits

- 19.5 hours per week

- Accredited training provided
- Structured support and supervision

#### How to Apply

Please contact your local Intreo Centre / DSP Employment Services to apply for this position.

Applicants may also forward a CV to:

T.Voitovych@ancosan.ie

Location: An Cosán, Kiltalown Village Centre, Jobstown, Tallaght, Dublin 24

Hours: 19.5 hours per week

#### 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. Eligibility must be verified by the Department of Social Protection.

Applicants should contact their local Intreo Centre / Employment Personal Advisor to confirm eligibility and apply for this position.

- **Sector:** education