



PICES (CE Scheme ) / Southside Partnership

DLR



#CES-2441336



SOUTHSIDE PARTNERSHIP, The Old Post

Office, 7 Main St, Blackrock, Co. Dublin, A94

E8R6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/04/2026



14/05/2026

## 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](#)



Open your camera app & point here to view this ad online



## Administration Assistant - Southside Partnership DLR Blackrock

### 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.

#### Purpose Of The Position:

Support the DLR Social Prescribing Programme for Health & Wellbeing and provide cover for the main reception area.

#### Main Duties and Responsibilities:

#### Social Prescribing Administration Duties:

Assist with data entry relating to social prescribing cases and resources

Assist with the preparation of promotional information / including researching information relevant for a newsletter and tailored emails; researching activities and supports in the community

Administrative tasks relating to project files (for SICAP and Healthy Ireland reporting)

Preparation of printed materials and resources to support the social prescribing team; preparation of welcome packs for new participants

Making calls to participants to assist with the organisation of appointments and follow-ups

Administrative tasks supporting the effective gathering of data and information in preparation for upcoming reports and evaluations.

Ordering of relevant stationary as needed

Assist with the preparation of POs and maintenance of financial record files in connection with the project.

Assist with reviews of social media feeds in relation to the project activities and supports.

Photocopy and file all hard copies of relevant files.

General administration support for the other Partnership programmes as required. e.g. Operations /

Enterprise and Employment Services / Community Development / Training Network / Finance Team  
etc.

Input data from the various partnership programmes into relevant databases as required.

Attending relevant promotional events as needed e.g. Jobs fairs, Education fairs, Enterprise week events, Community events etc. and staffing SSP information stands.

Attend training and team meetings as required.

Other relevant duties as assigned from time to time.

#### Reception Duties:

Provide Reception cover as required.

Meet and greet clients and visitors.

Date-stamp and distribute post to individual trays / pigeon holes.

Prepare boardroom and meeting room as requested and organise refreshments for meetings as required.

Typing and photocopying as directed.

Frank and post letters each evening.

Ordering and receiving of stationery

#### Person Specifications:

Candidates should have an excellent telephone manner.

Pleasant, friendly, have a welcoming manner, good communication and interpersonal skills.

Commitment to confidentiality, respect for clients and adhere to current GDPR regulations.

Ability to work on their own initiative and as part of a team.

Full training will be provided to assist the successful candidate to settle in.

For further information contact Tim Reidy, PICES Supervisor on 087 3689573 or email  
tim.reidy@sspship.ie

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