



Cobh Youth & Social Projects CLG



#CES-2441360



RUSHBROOKE LAWN TENNIS & CROQU,

Rushbrooke, Cobh, Co. Cork, P24 E803



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



## Secretary Parish Office Cobh

### 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.

Duties for this role include dealing with the public in a customer facing role. Reception duties to include filing, photocopying, shredding, scanning documents. Basic computer skills are necessary to include word processing, excel and email. Attention to detail is essential for this role. This role includes working occasionally at the Information Booth and also in the Parish Shop.

To apply for this position please send your CV to:

Cobh Youth & Social Projects CLG

Office 2

The Lodge

Rushbrooke Tennis Club

Rushbrooke

Cobh

Co. Cork

Email: [mary.conway@cobhysp.com](mailto:mary.conway@cobhysp.com)

Tel: 0858642263

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