



Mid West Cavan Community Employment

Scheme CLG



#CES-2442879



BELTURBET STN, Railway Stn, Railway Road, Belturbet, Cavan, H14 E276



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/04/2026



26/05/2026

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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Administrative Assistant -BHR

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.

All related station activities, receiving visitors, giving guided tours, general cleaning, assist with PR activities, assist to develop displays, tours, complete duties in an efficient, safe and responsible manner, adhere to policies and procedures, report to the committee

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