



WICKLOW TOWN COMMUNITY
DEVELOPMENT LIMITED



#CES-2443262



Chamber of Commerce, Wicklow Ent Ctr,
Wicklow, Co. Wicklow, A67 AE78



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/04/2026



28/05/2026

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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Web & Administration Support Worker Wicklow Town & District Chamber of Commerce

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.

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Job Description

Duties

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

Wicklow Chamber of Commerce is Wicklow's leading business organisation. The successful candidate will support the administration duties of the office including maintenance of the web presence i.e. typing/report writing/message taking, event organisation and support. Set up and develop the organisation's presence on social media channels using engaging content. Manage/upkeep website with relevant and current content. Day to day management of social media channels including facebook/twitter/linkedin/youtube.

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