



Signal Arts Centre



#CES-2444035



SIGNAL ARTS CENTRE, Albert Avenue, Bray,

Co. Wicklow, A98 Y229



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/04/2026



02/06/2026

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 & Communications Assistant

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.

You will be required to support the day-to-day running of the centre assisting in the delivery of projects, partnerships and events whilst also working with Social Media, Web & Exhibitions team.

This role requires someone with excellent organisational and communication skills, excellent written English, and a strong visual awareness. The position will suit someone who has studied or intends to study public relations or marketing. Whilst experience is not required for this job, a strong 'can do' attitude and an ability to work as part of a team are expected.

- **Sector:** arts, entertainment and recreation