



Coole Community Employment and  
Development Ltd



#CES-2445262



COOLE HALL, Coole, Co. Westmeath, N91  
E525



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/04/2026



10/06/2026

## 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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## Admin Assistant - (Rathowen Tidy Towns)

### 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: General office administration with Rathowen Tidy Towns.

Filing, email, reception, MS office

This position will involve a 2.5 day working week (19.5 hours)

A video on CE can be seen in the 'What's Going On' section of the Jobsireland website, at end of homepage.

If you are interested in applying for this position please contact the Intreo Office or the supervisor can be contacted by email on [eugene@coolecommunity.ie](mailto:eugene@coolecommunity.ie) or 044 9661888

- **Sector:** other service activities