



Women's Community Project (Mullingar)

Association CLG,



#CES-2445666



WOMEN'S COMM PROJECTS (MULLING,

Parish Comm Ctr, Bishop's Gate Street, Co.

Westmeath, N91 AWH7



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/05/2026



12/06/2026

## 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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## Health & Safety Assistant - T&E department of Womens Community Projects Clg

### 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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

### Job Description

#### Duties

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

To assist the safety officer of WCP in designing and implementing safety protocols. To assist with the daily management of correspondence, meetings, and notes in relation to Health and Safety.

Duties: • Provide general support and assistance to the Health and Safety Officer

- Assist the Health and Safety Officer with Health and Safety monitoring activities.
- Assist the Health and Safety Officer with the management of fire safety.
- Assist with Health and Safety audits and producing audit reports and following up on any actions.
- Assist the Safety Officer to liaise with the Departments Management team assist in managing issues relating to the facilities service provision, and specifically waste disposal, buildings, fire safety equipment, electrical testing and safety audit non-compliances.
- Assist in providing clerical support to the Health and Safety Committee and Safety Officers Forum.
- Assist the Health and Safety Officer to maintain and coordinate the relevant Health and Safety training for WCP Staff.
- Assist in the identification of need and preparation of risk assessments, and compliance reports.
- Assist in the reviewing and recording of checks on all fire exits, fire and fire equipment, and fire signs.

- Assist in reviewing relevant safety signage within premises.
- Assist in review, restocking and recording of the First Aid kit.
- Assist in the scheduling of Health and Safety meetings, and help in correspond with employees through articles, email, and flyers.

Ability to work flexible hours when required and short listing will apply. Successful applicants will be provided with the opportunity to complete a QQI qualification while gaining practical work experience. Contact your local Intreo Case officer to confirm eligibility and forward CV to [mmcknight@wcpmullingar.ie](mailto:mmcknight@wcpmullingar.ie). For further information please link into [https://www.citizensinformation.ie/en/employment/unemployment\\_and\\_redundancy/employment\\_sup](https://www.citizensinformation.ie/en/employment/unemployment_and_redundancy/employment_sup)

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