



Leighlin Parish Development CLG



#CES-2445823

BAGNALSTOWN FAMILY RESOURCE CT,



Gleann Na Bearú, Muine Bheag, Co. Carlow,  
R21 Y753



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/05/2026



15/06/2026

## 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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## Family Resource Centre - Administration 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.

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 cover front office reception in the Centre Office. Carrying out all necessary office duties. Responsible for answering telephone, taking messages, typing, filing, knowledge of Microsoft Word, Excel. Days of work will be discussed at interview.

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