



ST.BRIGID'S FAMILY AND COMMUNITY
CENTRE



#CES-2447593



St Brigid's Family Comm Ctr, 37 Lower Yellow
Road, Waterford, Co. Waterford, X91 C7WT



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/05/2026



19/06/2026

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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Receptionist/Administration Support

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.

To carry out reception duties and administrative support at the Sacred Heart Family Resource Centre Richardson's Meadow Waterford. The duties will include dealing with members of the public using the services of the resource centre by phone and in person. Providing administrative support to staff members. recording and forwarding of messages/emails to staff members as required. Taking and recording of room bookings.

The hours will be 19.5 hours per week. Timetable to be agreed.

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities