



Youth Work Ireland (Galway Youth Federation)



#CES-2448425



Church Street, Ballyhugh, Gort, Co. Galway,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/05/2026



25/06/2026

## 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](#)



Open your camera app & point here to view this ad online



## Administration Assistant (Gort)

### 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.

Gort Resource Centre

Job Description for CE Placement

Assistant to Administrator

Overall Purpose of the Job: To assist the Administrator in the day to day administration of the Project, to act as overall support to the work of the Project.

Secretarial /Reception

To answer the phone and to greet people calling to the Project, address their queries or refer them to the relevant person or agency and maintain a record of same

Keep a diary of tasks, events and timetables

Perform general secretarial duties which will include word processing, emailing, updating Rotas, photocopying, scanning and other correspondence as required

Office Premises

Assist with the general maintenance of the office and office facilities

Assist in Ensuring that the office is supplied with the necessary equipment and supplies

Assist with the Staffing of the office and open it to the public at agreed times.

Information/Communications

Assist in stocking the office with relevant information, remove out of date information and update and ensure the public with easy access to relevant information

Facilitate the use of the Project as a resource to the community

Ensure through administrative processes, that there is effective communication in the Project.

Provide administrative support to the , Coordinator, Administrator and Family Support/Community Development Worker, as required. Food Cloud and FEAD will be specific areas of focus.

#### General

To ensure administrative deadlines are met and to keep Coordinator informed of same through handovers as agreed

Participate fully as a team member

Perform any other duties that may be deemed necessary by the Voluntary Board of Directors from time to time

#### Other Relevant Information

Flexibility; This is a busy environment and flexibility is essential, this may mean assisting other volunteers in their duties on occasion such as Food Cloud or FEAD

#### Hours of Work

19.5 hours per week

#### Accountability

The Assistant will be responsible to the Project Co-ordinator and to the Voluntary Board of Directors and Homework and Afterschool Sub Group.

#### Confidentiality

Confidentiality as per our policy will be observed at all times in relation to Project business.

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