



West Cork Community Employment CLG



#CES-2450463

W CORK TRAVELLER'S ASSOCIATION,



Western Road, Clonakilty, Co. Cork, P85

NN26



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/05/2026



08/07/2026

## 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



## West Cork Traveller Centre - Maintenance and Reception

### 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.

This role is divided into 2 main areas of work – Reception Duties and Maintenance Duties.

Main Tasks included are:

- Welcoming people into the centre
- Answering the phone and documenting messages for staff
- Filing, organising & updating information
- Maintaining a clean environment outdoors. Duties to include organising shed; keeping the garden space clear of weeds and mowing when necessary; cleaning windows and doors; putting bins out and general maintenance of outdoor spaces-front, side and back. Small repairs as required.
- Other duties as commensurate with the post

This role will be based in Clonakilty

Person Specification:

- A commitment to, and ability to maintain, absolute confidentiality
- A commitment to equality, particularly with regard to Travellers
- Good communication skills, including written and verbal
- Good organisation skills

- Computer skills: to include Word, Basic file storage, Email and internet
  - Creativity, flexibility, patience and empathy are essential
  - An understanding of community development is desirable
- 
- **Sector:** other service activities