



Blackpool Area Group Ltd



#CES-2451041



Ballyvolane House, BALLINCOLLIE ROAD,
Ballyvolane, Cork, Co. Cork, T23 E6PK



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/06/2026



14/07/2026

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](#)



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C.E. Administration -Blackpool C.E. Scheme Office, Ballyvolane

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.

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Job Description

Duties

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

This position will be in the above office, Duties to include but not limited to :

General Office work, including scanning, photocopying, file management, taking messages, dealing with various enquiries, assisting the Supervisor with processing, managing staff time sheets, work rosters, filing, preparing for meetings.

Other duties as required. No experienced required as training will be provided however some computer skills would be an advantage e.g. word, excel, data entry.

Applicants must supply suitable character references . To apply please email your C.V. to info@blackpoolceproject.com or post to Blackpool Area Group CE Scheme, Ballincolly Road, Ballyvolane, Cork or Tel Mick @ 087-7106221 for details.

INTREO & L.E.S. office will also help you to apply for this vacancy.

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