



Cobh Youth & Social Projects CLG



#CES-2451216



RUSHBROOKE LAWN TENNIS & CROQU,

Rushbrooke, Cobh, Co. Cork, P24 E803



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/09/2026



28/10/2026

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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Centre Resource Worker - Cobh Family Resource Centre

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.

The centre resource worker will support with administration, communications, programme support, event preparation and general centre activities in a professional, respectful and confidential manner.

Duties required are as follows:

Promote courses, workshops, programmes and community opportunities. Assist with organizing events.

Respond to emails promptly, assist with reception duties and telephone queries, create posters, flyers, newsletters, and promotional materials, advertise events and activities, develop social media platforms, assist with maintaining notice boards, displays and information materials, prepare and update documents, spreadsheets, attendance records, filing, data entry and other office duties as required by the centre.

To apply for this position please send CV to:

Cobh Youth & Social Projects CLG

Office 2

The Lodge

Rushbrooke Tennis Club

Rushbrooke

Cobh

Co. Cork

Email: mary.conway@cobhysp.com

Tel: 0858642263

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