



St Aengus Community Action Group



#CES-2451265



WASP, Nutgrove Comm Ctr, Loreto Avenue,
Rathfarnham, Dublin 14, D14 N284



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/05/2026



03/07/2026

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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Receptionist/Admin required for WASP - Whitechurch Addiction Support Project.

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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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.

Receptionist/Admin is required for the Whitechurch Addiction Support Project. No experience is required, but an interest in the field and a willingness to engage in training are required.

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