



FORUM Community Employment Scheme



#CES-2451335



Leenane, Galway, H91 P0EK



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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## Administration and Lunch Club Assistant

### 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.

- Provide administrative support to the Leenane Development Group, including general office duties, write grant applications for funding and record keeping.
- Assist attendees of the Lunch Club in a friendly and supportive manner.
- Support the light preparation of food and beverages in accordance with hygiene and safety procedures.
- Assist with the serving of food and drinks to Lunch Club participants.
- Help organise and facilitate Lunch Club activities and social events.
- Carry out general cleaning and tidying duties following each Lunch Club session, ensuring the premises are left clean and presentable.
- Work as part of a team to ensure the smooth operation of the Lunch Club and related community activities.

- **Sector:** human health and social work activities