



Carndonagh Parish CES CLG



#CES-2451366



The Colgan Hall, Chapel Street, Carndonagh,
Co. Donegal, F93 VH59



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/07/2026



26/08/2026

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



Visit Carndonagh Shop Worker

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.

Duties to include: Administrative and clerical tasks for Carndonagh Traders Association organisation in Carndonagh.

Checking emails, mail and phones:

Knowledge of computers and organisational skills

Accurate filing, forwarding electronic and postal mail,

Knowledge of internet, social media and emailing

photocopying, purchasing supplies etc.

Greeting tourists / visitors on arrival to the office Offer clear and helpful advice Recommend activities and places of interest via the brochure's provided Promote upcoming events via social media and on the Visit Carndonagh website.

Administer voucher scheme to local businesses Collection of money, issuing receipts and recording of banking deposits Promotion of scheme Administer the sale of vouchers to general public.

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