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#CES-2453786

GALWAY AND ROSCOMMON EDU AND T,



Liosban Bus Pk, Tuam Road, Galway, Co.

Galway, H91 E7DV



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/06/2026



29/07/2026

## 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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## Office Administrator - Youthreach, Galway

### 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.

### Job Description

#### Duties

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

The role of the Office Administrator is to contribute to the smooth running of the youthreach services through the provision of a professional office service and to act as a key support to the Coordinator in managing the wide variety of administrative tasks associated with running a vibrant education service.

The successful candidate will be committed and will demonstrate the following personal qualities:

- Good interpersonal skills and ability to deal with all members of the school community.
- Ability to work on own initiative and also part of team.
- Reliable & trustworthy maintaining confidentiality in all aspects of the work
- Flexible and able to adapt easily to the needs of the school
- Open to learning new skills and challenges
- Positive outlook and willing to contribute to the overall development of the school environment

#### Skills & Experience

- Administrative skills
- Microsoft applications, to include Word, Excel and Publisher
- Organisational skills, ensuring good record keeping and adherence to school procedures and policies

As this is a developmental role, the candidate will be provided with both in-house and external training opportunities to develop their skills and acquire qualifications to assist them in gaining a full-time administrative or related position upon their completing the scheme. For further information

please contact the Community Employment Supervisor, Damian Cunniffe at [damian.cunniffe@gretb.ie](mailto:damian.cunniffe@gretb.ie) or on 0876352678 for more details or tap the button to register your interest

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