



Navan Travellers Workshops



#CES-2455018



CULTÚR, St Anne's Resource Ctr, Railway

Street, Navan, Co. Meath, C15 W0YX



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/06/2026



06/08/2026

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



Administrative Assistant, Photoghraper and Community Development Assistant Culture Migrant Centre Navan, Meath

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.

Administrative support for secretary, such as typing, copying filing

Attending meetings, taking minutes and typing up minutes plus distributing these to relevant parties

Keeping of office diary.

Coordinate office activities and operations to secure efficiency and compliance to company policies

Manage agendas/travel arrangements/appointments etc. for the upper management

Manage phone calls and correspondence (e-mail, letters, packages etc.)

Support budgeting and bookkeeping procedures

Create and update records and databases with personnel, financial and other data

Track stocks of office supplies and place orders when necessary

Submit timely reports and prepare presentations/proposals as assigned

Assist colleagues whenever necessary

Photography Duties

Assist in planning events photo shoots.

Capture high-quality images for events.

Edit photos using software.

Organize and maintain a digital photo library.

Collaborate on creative concepts and visual storytelling.

For registration please contact the CE Supervisor:

Ce@travellerheritage.ie

0852531149

- **Sector:** information and communication