



SOUTHSIDE TRAINING AND
DEVELOPMENT LIMITED



#CES-2455227



Wilton Park House, Bishopstown, Cork, Co.
Cork,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



26/06/2026



07/08/2026

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](#)



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General Assistant - Bishopstown Senior Social Centre

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.

A general assistant is required to assist with the day to day running of Bishopstown Senior Social Centre. Empathy with older people would be an advantage.

Duties will include:

Care of the elderly including ensuring that attendees are assisted within the premises

Making sure attendees leave for home safely, engaging with the elderly during the planned activities and, on occasion, going on outings with the elderly.

Greeting senior citizens on arrival and signing them in/out.

Preparation in advance of rooms to cater for senior activities

Supplying refreshments from them and clearing up afterwards

Elderly Activities including taking part with the on-site activities and helping to plan and execute the annual seasonal functions.

General administration duties including record keeping, maintenance of attendance records. The ideal candidate will be computer literate.

There will be a small element of cleaning associated with the role, e.g. ensuring that the centre is kept clean and tidy and the use of kitchen cleaning equipment.

Strong communication skills are essential, both written and verbal. The successful candidate will have an excellent level of spoken and written English. Willing to drive an 8 seater from time to time,

must possess a clean driving licence.

Be flexible to help out existing staff where necessary.

The successful candidate will report to the Co-Ordinator.

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