



West Cork Training & Development Scheme

Ltd



#CES-2455455



Bridge Street, Bantry, Co. Cork,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/07/2026



21/08/2026

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



Café Activities Co-Ordinator & Administrator

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.

<https://corkmentalhealth.com/bridge-street-cafe-bantry/>

Café Duties

Opening the café for events

Assisting Facilitators with room setup for events/workshops.

Research of funding opportunities and assisting with funding applications

Admin duties

Liaising with workshop Facilitators and ensure all requirements are in place for events.

Support Café Team Leader/operational manager as directed.

Promote Café vision and what's on using social media/newspapers.

Maintain and update social platforms.

Responding to queries by letter and email, using accurate up-to-date information at all times.

Gathering and documenting the Café experiences from a user perspective on an ongoing basis (including conducting satisfaction surveys).

Conduct research locally on what the community desires and could benefit from the Café.

Engaging with the public by phone/letter/email and giving accurate information at all times.

Network with similar project in Ireland and abroad and collate/share useful information.

Network with local businesses and organisations with a shared or complementary vision.

Setting up a "What's On in West Cork" page on website and for the Café notice board.

Monitor upkeep of café & café garden

Ad-hoc duties as appropriate to the role.

Must be able to work as part of a team.

Lived experience of having mental health difficulties is desirable

Training in listening skills/food safety/manual handling/safe talk/fire safety provided

Garda Vetting required.

Contact Tim on 0862467851 or email: tim@wctdscheme.ie

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