



Castleblakenny Community Development



#CES-2455671



CASTLEBLAKENY , Castleblakenny,
Ballinasloe, Co. Galway, H53 AD95



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/06/2026



20/07/2026

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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Administrator Castleblakenny

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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Job Description

Duties

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

Assist with payroll, account reconciliations, recordkeeping and administration of CE scheme, all in accordance with policy and procedure. Answer phone and take messages, reply to emails. Liaise with Committee in Grant applications and administration & and filing of same.

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