



IRD North Mayo West Sligo Ltd



#CES-2455800

MOY VLY RESOURCE CTR, Off 9, Greenhills



Ent Ctr, Bunree Road, Ballina, Co. Mayo, F26  
E8X6



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/06/2026



11/08/2026

## 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



## 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.

### Job Description

#### Duties

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

The role by its nature is quite varied, meaning that participants will get an opportunity to engage with lots of different types of work and develop new skills. The below list includes – but is not limited to - the types of projects that participants can expect to support:

- Maintaining the Mayo PPN database
- Ensuring all member information is correct
- Event planning and promotion
- Answering phones, taking messages, responding to emails
- Assisting with funding applications
- General administration as required
- Reception cover.
- Ad hoc duties as they arise.

#### Essential:

- Excellent oral and written communication skills
- Professional and friendly manner
- Excellent numeracy skills
- Proficiency in Microsoft Word and Excel

#### Desirable for this position:

- Some experience in an administrative role
- An understanding of social media and skilled in using mailchimp to promote a message or campaign

A passion for community development

Training and support will be provided.

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