



Abbeyknockmoy Parish Society CLG



#CES-2455854

ABBEYKNOCKMOY COMMUNITY CENTRE,



Abbeyknockmoy Comm C, Liss,

Abbeyknockmoy, Co. Galway, H54 FC98



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



Office Admin/ Light Gardening Works.

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.

The Abbeyknockmoy CE Programme currently has vacancies based in Monivea or Abbeyknockmoy communities.

Duties for administrative assistants will include:

- general office duties
- preparing meeting rooms/ hall for community events
- hosting weekly activities for local active retired group
- supporting community tidy towns ongoing efforts
- general Gardening & Litter control

Essential Requirements

- Must be eligible for Community Services Programme

Requirements

- Basic/good knowledge of Microsoft Word
- Good oral and written communication skills
- Good administration skills with attention to detail
- Team Player
- Must be confidential
- Good relationships skills

Sector: administrative and support service activities

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