



Corlann (Brothers of Charity Services Ireland)



#CES-2457394

BROS OF CHARITY SERVICES IRELA, Gort



Rd Ind Est, Gort Road, Ennis, Co. Clare, V95

RH57



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/07/2026



20/08/2026

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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Administrative Assistant

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.

The Community Employment (CE) programme (more commonly known as the 'CE Scheme') is designed to help people who are long-term unemployed (or otherwise disadvantaged) to get back to work by offering part-time and temporary placements in jobs based within communities.

To provide education, training and work opportunities for Community Employment participants, while supporting people with intellectual disabilities to live full and valued lives.

Administrative Assistants assist with the day-to-day operations of an office by doing tasks such as filing paperwork, answering phone calls, preparing documents for meetings, and managing the calendar of their supervisors.

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