



Women's Community Project (Mullingar)

Association CLG,



#CES-2457809

WOMEN'S COMM PROJECTS (MULLING,



Parish Comm Ctr, Bishop's Gate Street, Co.

Westmeath, N91 AWH7



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/07/2026



24/08/2026

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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Trainee Community Education Facilitator

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.

Role & Daily Duties

Womens Community Projects CLG, (WCP) have a vacancy for a trainee Community Education facilitator to join our team under the Community Employment (CE) programme. Working 19.5 hours per week under the close guidance of our Training and Education Coordinator. The successful candidate will play a vital role in the daily running of our adult education office. Key responsibilities include greeting visitors, registering students, updating digital records, planning events, and ensuring all training rooms are clean, safe, and fully prepared for learners. You will also build local relationships to help promote WCP programmes and organise welcoming classes, all while working collaboratively as part of a respectful team that strictly adheres to GDPR and student confidentiality guidelines.

This position is a dedicated developmental opportunity, meaning no previous experience is required. You will receive quality, supervised on-the-job training, 1-on-1 supervisor mentoring, and access to fully funded, accredited learning including HACCP food safety, QQI Level 6, and adult education courses to help build your Individual Learner Plan (ILP). The role offers full statutory rights, including a formal contract, 81 hours of annual leave, and 56 hours of certified sick leave per year.

Eligibility & How to Apply

To comply with CE scheme rules, applicants must have a sufficient command of the English language and meets the eligibility criteria: For further details or to apply, please email your CV to

mmcknight@wcpmullingar.ie or contact your local Intreo Case Officer to check your eligibility. Garda

Vetting will be required and short listing will apply.

- **Sector:** education