



KILKENNY CARERS SUPPORT SERVICES

LIMITED



#CES-2458572



THE INVOLVEMENT CENTRE, Collier's Lane,

Kilkenny, Co. Kilkenny, R95 EC8E



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/08/2026



18/09/2026

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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Clerical Assistant - The Involvement Centre

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.

To provide administration assistance to the Involvement Centre team in the day to day management of the Involvement Centre Kilkenny. Liaise with community groups and other organisations. Research of supports in the local community. Be polite and courteous and understand the importance of confidentiality and discretion.

Good computer skills and a knowledge of Social Media will be an advantage.

- **Sector:** other service activities