



Fatima community employment scheme



#CES-2459771



THE SANCTUARY, Stanhope Street, Dublin 7,
D07 H290



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/07/2026



03/09/2026

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](#)



Open your camera app & point here to view this ad online



receptionist

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 Sanctuary on Stanhope Street (Dublin 7) is a non-profit meditation and mindfulness centre. Founded in 1998 by Sister Stanislaus Kennedy (Sr. Stan) and Síle Wall, it is a peaceful urban retreat designed to foster personal well-being and social change.

Description:

The receptionist will need to be friendly and inviting to all guests who visit The Sanctuary. They will need to have good computer skills, be able to help setting up rooms for incoming groups and prior experience of mindfulness and meditation is desirable but not essential.

General Duties Include:

- Meeting & greeting clients
- Answering general queries and course enquiries over the phone or by email
- Taking course bookings and payments either over the phone or in person
- Reporting any operational issues that arise to Operations Manager
- Checking phone and voicemail messages
- Checking notice board in general office to see what groups due in
- Maintaining wait lists for courses
- Prepare, tidy and reset rooms for classes, workshops and events.
- Keeping reception areas tidy

- **Sector:** other service activities