



NEWTOWN PARISH COMMUNITY



EMPLOYMENT COMPANY LIMITED BY

GUARANTEE



#CES-2459793



Delgany, Co. Wicklow,



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](#)



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admin 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.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

This role will involve working with tidy towns to submit funding applications, take and circulate minutes of meetings, assist in filling out the yearly tidy towns application and general admin work in relation to tidy towns day to day operations.

- **Sector:** other service activities