



Kilcornan Community Development

Association



#CES-2459840



Corlann,, Kilcornan,, Clarinbridge,, Co.

Galway, H91 K2E9



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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Administrator

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.

General Office Duties, answering phone, taking messages, checking and responding to emails.

Recording payments made & monies received, Monthly Bank Reconciliation.

Successful applicants will be given the opportunity to complete a QQI qualification while gaining practical work experience.

- **Sector:** other service activities