



FORUM Community Employment Scheme



#CES-2459899



FORUM CONNEMARA CLG, Galway Road,
Clifden, Co. Galway, H71 YF77



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



26/06/2026



07/08/2026

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](#)



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



Administration support Forum Connemara CLG

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.

Perform general daily office and administration duties.

Assisting new arrivals with ad hoc administrative tasks and projects.

Maintain accurate filing systems, records, and office documentation.

Assist with the preparation of reports, correspondence, and other office materials.

Assist with the running of English Classes for Ukrainians

Undertake any other duties appropriate to the role as required from time to time.

- **Sector:** administrative and support service activities