



THE UMBRELLA PROJECT CLG



#CES-2459984



THE UMBRELLA PROJECT, 78 O'Connell
Street, Limerick, Co. Limerick, V94 8X68



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/07/2026



04/09/2026

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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Administrative & Design 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.

The Umbrella Project is seeking a motivated and creative Administrative & Design Assistant to support the Limerick Writer's Centre (LWC) during a period of sick leave cover. The Umbrella Project supports arts organisations and individuals in Limerick City by providing support staff and facilities. This role offers an excellent opportunity to gain hands on experience in publishing, online design, and arts administration within a busy literary organisation. Based in Limerick City, the successful candidate will assist in the delivery of LWC's year round literary and community programmes.

The role combines practical administrative duties with involvement in publication design, and support for public events such as book launches. This role will also be required to answer the telephone, deal with queries, take messages, and carry out general office duties as required. Responsibilities involve designing and laying out publications to professional standards, with Adobe InDesign experience considered an advantage (further training will be provided). The successful candidate will prepare manuscripts for print, assist with production schedules, provide initial manuscript assessments and feedback on unsolicited submissions, and write reader reports.

Event support is also a part of the role. The assistant will attend LWC events, including book launches, readings, and community programmes, and may be required to act as MC, representing the organisation with confidence and professionalism. Administrative duties include providing general support to LWC staff and volunteers, responding to queries from writers, community members, and partner organisations, assisting in the coordination and promotion of literary activities and public events, and supporting the development and delivery of community based literary initiatives. The ideal candidate will have strong attention to detail and an eye for clean, accessible design, along with an interest in literature, publishing, and community arts. Good written and verbal communication skills, strong organisational and interpersonal abilities, and the capacity to work both

independently and as part of a small, dedicated team are essential. Proficiency in Microsoft Office and a willingness to learn new software and publishing tools are required, as is the ability to adapt to the needs of a literary organisation. Successful candidate will manage front-desk operations, performs light office housekeeping, and maintains direct alignment and communication with the supervisor. Excellent knowledge of English is also essential. For more information, please contact The Umbrella Project CLG Tel: 061317220 Email: umbrellaprojectvacancies@gmail.com

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