



Drogheda Homeless Aid



#CES-2462403

GARY KELLY CANCER SUPPORT CTR, The



Gary Kelly Ctr, George's St, Droghed, Co.

Louth, A92 XV07



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/08/2026



15/09/2026

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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Office Administration at The Gary Kelly Centre

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

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GENERAL DUTIES INCLUDE:

It is essential that the candidate is very committed to confidentiality, personal integrity and professional conduct.

Strong organisation skills with a problem-solving attitude and attention to detail.

Some experience with office administration software like MS Office (MS Excel, MS Word & MS Outlook).

Good written and verbal communication skills to meet and greet visitors to our centre.

Willingness to learn new skills and partake in training when required to be successful in their role.

Empathetic personality traits are essential.

- **Sector:** human health and social work activities