



Kildare Town & Curragh Area CE



#CES-2462834

COUNTY KILDARE YOUTH HUB LTD., The



Hive, Dublin St, Kildare, Co. Kildare, R51

CX52



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/08/2026



17/09/2026

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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Receptionist/Administrator The HIVE Hub

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.

The above position is based in The Hive, a youth amenity in Kildare Town. Duties will include checking & recording emails, recording post in & out, photocopying, filing etc.. Taking bookings, preparing rooms and ensuring rooms are ready for use. Meeting and greeting public and visitors to The Hive.

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