



Cobh Youth & Social Projects CLG



#CES-2463567



RUSHBROOKE LAWN TENNIS & CROQU,

Rushbrooke, Cobh, Co. Cork, P24 E803



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/08/2026



22/09/2026

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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Resource Receptionist Cobh Family Resource 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.

Duties include:

Greeting members of the public, directing enquiries to the correct staff member, message taking, telephone techniques, recording bookings, shredding, photocopying etc and other administration duties as requested by the Manager.

Support Family Resource Service Providers.

Liaise with other staff as Cobh Family Resource Centre.

This role requires basic computer skills with knowledge of word and email.

Full training will be given to the successful candidate.

Please send your CV to:

Cobh Youth & Social Projects CLG

Office 2

The Lodge

Rushbrooke Tennis Club

Cobh

Co. Cork

Email: mary.conway@cobhysp.com

Tel: 0858642263

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