



DONNYCARNEY YOUTH PROJECT LIMITED



#CES-2463970

DONNYCARNEY COMM AND YOUTH CLU,



Le Chéile, Clancarthy Road, Dublin 5, D05

X535



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/08/2026



24/09/2026

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](#)



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



Reception/Administrator 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.

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Job Description

Duties

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

Description:

This post is a developmental opportunity and no experience is necessary. Accredited training will be provided to support your career. Good computer skills are desirable.

Responsibilities:

To support the team by answering phone calls and attending to visitors of the project in a warm and friendly manner

To collect and send post and messages for the administrator as required

To assist in the recording of data for the Youth Project, Drug and Alcohol Team and Family support service.

To be responsible for records being kept up to date

To use Word, Excel, PowerPoint and other data systems easily on a daily basis

To work in a professional and objective manner with individuals accessing the service

The reception post is a key role in representing the organisation and maintaining confidentiality at all times.

Hours per week: 19.5hrs

Contract Type: 1 year contract

Number of positions: 2

Salary: CE Rates

To apply contact your local DSP Employment Services/Intreo Office and check your eligibility and quote the reference number above.

For further information please contact agnes@dyp.ie or call 01 8314985 / 083 3835622

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