



FORUM Community Employment Scheme



#CES-2464798



EIR, Galway Road, Clifden, Galway, Co.

Galway, H71 YF77



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/07/2026



09/09/2026

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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Administration support Forum Connemara CLG

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.

Key Duties:

- Perform general daily office and administration duties.
- Assist different departments with ad hoc administrative tasks and projects.
- Maintain accurate filing systems, records, and office documentation.
- Support reception and communication duties as required, including telephone and email enquiries.
- Assist with preparation of reports and correspondence.
- Ensure confidentiality and professionalism in all administrative work undertaken.
- Undertake any other duties appropriate to the role as required from time to time.
- **Sector:** administrative and support service activities