



Youth Work Ireland (Galway Youth Federation)



#CES-2464889



Youth Work Ireland Galway, 197 Castle Pk,
Bally, Galway, Co. Galway, H91 A7X4



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/08/2026



30/09/2026

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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Clerk Typist (Ballybane)

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.

We are seeking a highly motivated and detail-oriented Clerk Typist to join our team. The successful candidate will have exceptional typing skills, excellent communication skills, and a passion for providing high-quality administrative support.

General Duties

- Getting familiar with the organisation's policies and procedures, data protection guidelines and Health and Safety Statement
- Learning about the Youth Work Ireland Galway mission, activities, projects and programmes
- Maintaining confidentiality and other sensitive information
- Attending mandatory and job related trainings

Clerk Typist Responsibilities & Duties

- Prepare and type correspondence, reports, and other documents.
- Maintain and organize files and records.
- Input and update data in computer systems and databases.
- Assist with scheduling appointments and meetings.
- Perform general clerical duties such as photocopying and scanning.
- Review and proofread documents for accuracy and completeness.
- Prepare and distribute memos and announcements.

- Communicate with staff members to gather information.
- Ability to handle confidential information with discretion and maintain a high level of professional integrity at all times.

Desirable Skills

- Experience in an office setting or clerical role.
- Familiarity with office software such as Microsoft Office Suite.
- Strong written and verbal communication skills.
- Ability to multitask and manage time effectively.
- Attention to detail and a high level of accuracy.
- Proficiency in typing with a minimum speed requirement.
- Good organizational and time management skills.

For more information you can contact CE Supervisors Maria Lyng 086 7013951, Sharon Morgans 087 2346943, or email ce.supervisor@youthworkgalway.ie

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