



St Andrews Resource Centre - CE Project



#CES-2465721



Saint Andrew's Resource Centre, 114-116

Pearse St, Dublin 2, D02 PR44



No of positions : 3



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/08/2026



06/10/2026

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 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.

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.

Administrative Assistant

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This is a developmental opportunity, basic administration skills necessary. Accredited training will be provided to support your career. Busy well-established Community Centre St Andrew's is looking for an Administration Assistant to assist with answering of emails and calls to the Centre. General office duties and adhoc duties. All training and mentoring is provided. We are close to Pearse Street Station, so our location should be convenient. This position is a part-time Community Employment (CE) job, so you will need to be receiving an eligible Social Welfare payment. Please contact your Intreo Case Officer or contact us directly on 016771930 and ask for CE Supervisor Sorcha Carey or e-mail sorcha.carey@standrews.ie or send a free text on WhatsApp 0834158930 and we will check if you qualify for CE and, if so, arrange a chat with you. We celebrate diversity and are committed to creating an inclusive environment for all employees. Join our team and make a difference in your local community.

- **Sector:** other service activities