



Carmichael Centre for Voluntary Groups



#CES-2465739



CARMICHAEL CENTRE, 4 Carmichael  
House, Brunswick St N, Dublin 7, D07 RHA8



No of positions : 1



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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## Administrative 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.

To help ensure engagement with our members is impactful, consistent and relevant, thus providing essential tailored support and information to enhance our members' experience, facilitated by the development of the membership engagement plan.

To assist in the development of data insights and digital capabilities to facilitate provision of educational and support services nationally.

To effectively communicate with our members, expand our reach, thus ensuring we can respond in an agile way to any service provision gaps or challenges.

To support the National Coordinator in all operational activities, which can include, but is not limited to general finances, campaigns, training events, online talks, workshops and webinars.

Assist with fundraising initiatives, membership surveys, report writing and grant funding applications.

#### Key Deliverables -

Effectively manage all communication tools to engage with members. To track engagement, to assist generate insights to facilitate decisions making and to drive continuous improvement in the service offering from Chronic Pain Ireland to its members.

Ensure the website and all social media channels are updated regularly with relevant and accurate content to engage with our membership, to encourage communication and increase the conversation highlighting Chronic Pain as a mainstream health concern.

Work alongside the National Coordinator and where applicable the Board and or sub-Committees to ensure objectives are aligned in our public forums and messaging, thus enhancing the profile of the organisation to maximise potential for additional supports and educational opportunities for our members.

Maintain strong relationships with the Board, our membership, stakeholders and organisations

working with Chronic Pain Ireland, funding and state agencies and other groups/organisations.

**Key Responsibilities -**

Provide consistent and confidential information via our telephone support line, email and social media channels. Redirect all support calls to the National Coordinator.

Effectively engage and maintain relationships with our members, understand their emerging needs and proactively act to address those with innovative solutions.

Work alongside our National Coordinator and board members to create relevant content for member newsletters, social media, documentation and website as required.

Conduct periodic member and non-member surveys to elucidate the specific needs and requirements of all interested parties and respond in kind with suitable support service offerings.

Assist in the update of the membership database, payments and provide timely and up-to-date reporting monthly.

Organisation of member events, online workshops and coordinating all associated activities.

Coordinate and support any other ad-hoc activities to support the National coordinator as directed.

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities