



DROGHEDA COMMUNITY SERVICES

TRUST



#CES-2466241

DROGHEDA DISTRICT SUPPORT 4 OL, Unit



7, The Haymarke, Dyer St, Drogheda, Co.

Louth, A92 H317



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/08/2026



08/10/2026

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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Administrator/Befriending Drogheda 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.

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.

This is a combined role of making contact with service users, dealing with volunteers and the administration involved in maintaining accurate and detailed records.

You will assist the development of Befriending Drogheda- a one to one service for older people to alleviate loneliness. You will dealing directly with older people to inform them of our services, assess the needs of the older people for our services, provide a point of contact for clients and volunteers.

You will assist with making phone calls to older people on Good Morning Drogheda service.

Working hours are 9am-1pm Mon - Thurs, 9am-12.30pm Fri.

This position will suit someone with good interpersonal skills, good organisational & administration skills and the ability of working as part of a team.

Please contact Eimer/Lorraine on 041-9836084 of email: cesupervisor@droghedacsc.net for more information.

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