



Kilbeggan Community Group CLG



#CES-2466253



WRIGHT WINDOWS, Milltownpass, Co.

Westmeath, N91 VF85



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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Office Administrator - Westmeath Ladies GAA (Milltownpass)

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.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties will include; Typing documents and reports, filing, scheduling meetings, preparing minutes, maintaining club records, attending committee meetings. Liaising with other football clubs and local press.

Should you wish to apply for this CE vacancy, please contact Kilbeggan Community Group Ltd. on 057 9332711 or 085 2523154 or kcgltd@gmail.com for more information.

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