



Durrow Community Services CLG



#CES-2466269



PARISH HALL, Kilkenny Road, Durrow, Co.

Laois, R32 H327



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](#)



Open your camera app & point here to view this ad online



## Front of House/Administrator

### 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.

Administrator – Darú HQ (CE Scheme Position)

Durrow Community Services CLG is seeking an Administrator to support the new Community Hub in Durrow.

#### Main Duties:

- Provide general office support and a welcoming front-of-house presence.
- Handle incoming phone calls, emails, and general public enquiries.
- Manage room bookings, schedules, and maintain accurate digital records.
- Undertake filing, photocopying, scanning, and document preparation.
- Update social media channels, community noticeboards, and local newsletters.
- Support the coordination of hub meetings, workshops, and local events.
- Act as the initial point of contact for visitors and community groups.

We are looking for someone who is friendly, organised and reliable, with good communication skills and confidence using computers. Previous administrative experience is an advantage but not essential, as full training will be provided.

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