



Kinnegad Combined Community Employment



Scheme CLG Telephone Number 044 92

24476



#CES-2466288



Rochfortbridge Comm Ctr, Castlelost,

Rochfortbridge, Co. Westmeath,



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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Community Activities & Events Assistant- Rochfortbridge Community Centre

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.

Rochfortbridge Community Centre is seeking a motivated and community-focused individual to assist with the planning, coordination and delivery of local events and activities. This role is ideal for someone who enjoys working with people and supporting community engagement.

Key Responsibilities: Assisting in the organisation and running of community events, classes and activities.

Supporting setup, coordination and clean up of events

Welcoming and assisting attendees, groups and volunteers

Helping promote events through notices, social media and local communication channels

Liaising with community groups and instructors

Providing general support to centre staff before, during and after events

Ensuring events run smoothly and safely.

Essential Skills & Qualities:

Friendly, approachable and community minded

Good communication and teamwork skills

Ability to take initiative and work with minimal supervision

Flexibility to work evenings or weekends when events are scheduled

Organised and reliable.

- **Sector:** arts, entertainment and recreation