



Portmagee Development Group CLG



#CES-2466529



Portmagee Community Centre, Portmagee,
Co. Kerry, V23 HY51



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/08/2026



09/10/2026

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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Co-Ordinator for 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.

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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.

Co-Ordinator required for Community Centre activities and administration. Duties will be to support and organise events such as Summer and Christmas Markets along with activities for the Community including adults and children.

Applicants must be highly proficient in the use of Microsoft Word, Excel, email and Social Media.

Applicants must be highly proficient in spoken and written English.

Garda vetting is required for this role.

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