



Clonfab Ltd



#CES-2466648

FAB COMM AND FAMILY RESOURCE C,



Coolcotts Sc, Ferndale Pk, Wexford, Co.

Wexford, Y35 W319



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



31/08/2026



12/10/2026

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

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 position will involve working with the team based in the FAB Family Resource Centre Coolcotts Wexford.

It will be a front of office position dealing with the public and general office administration duties.

This position is for 19.5 hours per week as part of the Community Employment scheme.

No experience is necessary and full training will be provided.

Please contact your local INTREO office to check your eligibility and to apply for the position.

Alternatively contact the Community Employment scheme Supervisor, Brian Cantwell on 087 9298929 who can assist you with your application.

- **Sector:** other service activities