



MAYFIELD/OLD YOUGHAL ROAD PROJECT

CLG.



#CES-2466983



Árd Bhaile Community Centre, 130 Árd Bhaile,
Mayf, Cork, Co. Cork, T23 AH56



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/09/2026



13/10/2026

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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CE Community Centre Administrative Assistant

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.

Assisting Events Coordination. Preparing the community centre for events, training, workshops and activities. This would include the setting up of furniture and other equipment where necessary.

Liaising with local community organisations and clubs to encourage increased usage of the Hall.

Maintaining the Community Hall Diary, scheduling meetings, processing sign-in sheets and preparing minutes,

Checking the Public Liability Insurance of hall users.

Maintaining records for the community centre.

Typing and filing documents and reports.

Providing administrative support to the CE Supervisor on occasion.

To apply please follow the procedure as outlined and also contact the Scheme Supervisor, May Fitzgerald on 021 4551144, 085 8822673 or email m.fitzgerald@moyrp.com

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