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#CES-2467018



MULLINGAR CHARITY VARIETY GROU,

Forest Park Central, Forest Park, Co.

Westmeath, N91 E1WD



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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Facilities Caretaker / Cleaner - Mullingar Charity Variety Group

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.

Mullingar Charity Variety Group wish to place an application for the position of Administrative Assistant under the CE Scheme at Mullingar Charity Variety Group.

The suitable candidate will be required for new and additional administrative duties on-behalf of Mullingar Charity

Variety Group to support the on-going activities of the group. This may also include support in the set up of

the primary or ancillary spaces for specific events as booked by clients or other groups within Mullingar Charity Variety Group.

Other duties involve will be replying to and redirecting emails, basic website update and management, scanning, filing, grant application and form filling, issuing invoices, preparing cashflow sheets for income and expenditure, collecting data, populating spreadsheets. The role will also require some caretaking duties for the facility to include cleaning, general tidiness, event setup, litter control and general cleaning of main areas and toilets and kitchen area.

Training will be provided to support your job role and your career progression. This is a community employment position and you will be required to work 19½ per week.

You will be based at:

Forest Park,

Mullingar Business Park, (Clonmore Industrial Estate)

Zone C,

Mullingar,

Co Westmeath.

About Mullingar Charity Variety Group:

Mullingar Charity Variety Group (MCVG) are

A not-for-profit organisation, which has evolved into a group who's objective is to provide opportunities for adults, teenagers and children in the local community to participate in the Arts through the medium of Music, Dance, Drama and Art at our rehearsal and workshop facility.

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