



West Cork Training & Development Scheme

Ltd



#CES-2467091



MEALAGH VLY Community Hall, Ards, Bantry,

Co. Cork,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/09/2026



14/10/2026

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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Caretaker / Receptionist - (Mealagh Valley Community Hall)

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.

Duties will include working as part of a team:

- . Caretaking: handyperson work, grounds & hall maintenance, basic DIY duties, cleaning of hall between events and setting up for the next event
- . Reception: providing reception services; dealing with visitors, answering queries and answering telephones calls, taking bookings, meeting with potential users. .

Location: Mealagh Valley Community Hall.

For more information contact: Tim, 027 52374, tim@wctdscheme.ie

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