



Letterkenny Community Development Project

CLG



#CES-2467181



LETTERKENNY COMM DEV PROJECT, Unit

24, The Courtyard Sc, Co. Donegal, F92 N5VF



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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Community Development Support Worker (Letterkenny CDP Clg)

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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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Support Worker will be based at the main office Letterkenny CDP Clg. at Unit 24 The Courtyard Shopping Centre.

Role involves both retail and administrative duties

Key areas of work:

To identify and initiate programmes of activities based on the emerging needs identified by the target groups of Letterkenny C. D. P. as well as existing frontline services:

1. To support the planning, organising and co-ordination of locally based initiatives to address the needs identified e.g:

Summer programmes for children and parents

Volunteer in the Home Project

I.T. in the Home Project

Book Club

Community participation in Community Events

Charity Shop

2. Network with organisations with a similar remit in the wider community to initiate and encourage a partnership approach to community development.

3. General office duties including reception and administration.

4. Prepare written reports for the Supervisor and other relevant bodies.

5. Carry out duties empathically using good communication skills
6. To attend relevant meetings as directed by CE Supervisor
7. Comply with all policies and procedures within Letterkenny CDP Clg.
8. Attend all training courses agreed by the CE Supervisor
9. Any other duties appropriate to the post deemed necessary by the CE Supervisor

Mandatory Training

Health & Safety Manual handling GDPR Job seeking skills

Other Optional Training opportunities are available.

Position available immediate start

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