



BRAY COMMUNITY ALLIANCE C.E.P.

LIMITED



#CES-2467669



Saint Joseph's Centre, Saint John of God,

Crinken Lane, Dublin 18, D18 TY00



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/08/2026



06/10/2026

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](#)



Open your camera app & point here to view this ad online



Receptionist / Office Staff

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.

This is a developmental Community Employment (CE) role designed to support participants in gaining practical administrative and community engagement experience while working as part of a supportive team.

The successful candidate will be required to:

- Provide comprehensive administrative support to the SJC team, including general office duties.
- Develop familiarity with local and community events and act as a source of information for the Management Team.
- Provide Reception team support – welcoming and greeting our residents and their families, staff and other visitors.
- Supporting the clinical team/manager with drafting rosters, agency hours and leave of absences etc.
- Support the coordination of activities and events for SJC team, including:
 - Booking venues
 - Communicating with community members and providers
 - Notifying and reminding families and carers
- Assist in the development of monthly rosters, reports, stories and content in collaboration with the Admin Manager, Nursing Management, highlighting the work of SJC.
- Drafting report, preparing meeting minutes, drafting letters, handling correspondence and post, managing calendars,
- Represent SJC professionally at events, meetings, or community activities when required.
- Undertake any other administrative or organisational duties consistent with the position as they

arise.

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