



**KENMARE DISTRICT COMMUNITY GROUP
LIMITED**



#CES-2467688



Kenmare District Community Group, Kenmare
Courthouse, The Square, Kenmare, Co. Kerry,
V93 P3FA



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/09/2026



16/10/2026

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



Office Administrator

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.

It is important that the applicant be proficient in both spoken and written English, have knowledge of Social Media, and possess desirable computer skills in Microsoft Office, email management, and database editing and updating. You will maintain and support the website using WordPress by adding and editing pages, blocks, texts, and photos, take high-quality photos for social media accounts including Instagram, Facebook, and the website, respond to incoming emails in a timely manner, and deliver promotional brochures to local B&Bs and hotels throughout Kenmare.

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