



Youth Work Ireland (Galway Youth Federation)



#CES-2468005

IRISH SOCIETY FOR PEOPLE WITH , Tigh



Ronain, 36 Laurel Pk, Newcas, Co. Galway,
H91 HX97



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/09/2026



19/10/2026

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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Administrative Assistant (Galway City) Galway Autism Partnership

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

Role Purpose

Galway Autism Partnership (GAP) is seeking an organised, compassionate admin person to support the day-to-day operations of the organisation. The successful candidate will have strong administrative skills, experience managing confidential information, a good understanding of autism and neurodiversity, and experience working with Salesforce, GDPR and data protection requirements. The role requires someone who is comfortable working in a busy, child-led environment with children, young people, families, staff, volunteers and stakeholders.

Administration and Office Support

Provide administrative support to the General Manager and office team.

Manage calls, emails and visitor enquiries.

Maintain filing systems and organisational records.

Prepare correspondence, reports and meeting documentation.

Salesforce and Data Management

Maintain and update Salesforce records.

Generate reports and support data quality processes.

Support organisational reporting requirements.

GDPR and Data Protection

Handle confidential information in accordance with GDPR.

Maintain secure records and consent documentation.

Support compliance with data protection procedures.

Family and Community Engagement

Act as a first point of contact for families and members.

Provide information regarding GAP services and programmes.

Communicate in an autism-informed and inclusive manner.

Events and Fundraising Support

Support family days, events and fundraising activities.

Assist with registrations, bookings and communications.

Health, Safety and Facilities

Complete monthly First Aid and Fire Safety checks.

Report maintenance and facilities issues.

Support a safe and welcoming environment.

Essential Requirements

Experience in administration or office support.

Knowledge of Salesforce or a similar CRM system.

Understanding of GDPR and data protection.

Understanding of autism and neurodiversity.

Excellent communication and organisational skills.

Comfortable working in a busy child and family-centred environment.

Ability to manage confidential information professionally.

Safeguarding

The successful applicant will be required to comply with GAP safeguarding procedures and participate in mandatory training.

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