



DROGHEDA COMMUNITY SERVICES

TRUST



#CES-2469479



DROGHEDA COMM SERVICES CTR, The

Dermot Kierans C, Scarlet St, Drogheda, Co.

Louth, A92 DD73



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/09/2026



13/10/2026

## 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



## Support Worker

### 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.

Join Our Team – Outreach & Administrative Support Worker

Are you organised, reliable and friendly, with a willingness to learn and help others?

This is a fantastic developmental opportunity to gain valuable experience in administration, outreach and community services. No previous experience is necessary, as full accredited training and support will be provided.

What Will You Be Doing?

Your role will include:

- Preparing documents, forms and general administrative paperwork.
- Making and receiving telephone calls and assisting with enquiries.
- Providing administrative support to the outreach service.
- Assisting with deliveries to clients as part of the community outreach service.
- Supporting the team with day-to-day tasks and ensuring the service runs smoothly.
- Communicating professionally and respectfully with clients, colleagues and members of the community.
- Helping to provide a friendly and reliable service to people in the local community.

Applicants must hold a full, clean manual driving licence and be confident driving as part of their duties.

Skills & Personal Qualities

We are looking for someone who is:

- Reliable and responsible.
- Friendly and approachable.
- Organised and able to manage tasks effectively.
- A good communicator.
- Comfortable working with people.
- Willing to learn and develop new skills.
- Able to work independently and as part of a team.

#### Training & Development

No previous experience is necessary. Accredited training will be provided, giving you the opportunity to develop new skills, gain valuable work experience and improve your future employment opportunities.

Garda Vetting is required for this position.

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.

Interested?

For more information about this opportunity, please contact:

Bridget – CE Supervisor

[bridget@droghedacsc.net](mailto:bridget@droghedacsc.net)

Join our team, gain valuable experience and make a difference in your local community!

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