



Special Olympics Ireland



#CES-2469640



SPECIAL OLYMPICS IRELAND HQ,
Abbotstown Laborator, Dublin 15, D15 PC63



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/09/2026



22/10/2026

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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Office Assistant

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.

The participant will receive formal/informal training in the following: General Admin and office related duties, dealing with telephone queries associated with the department, use of data base and associated computer packages, customer service etc. The participant will gain skills in working in a busy and fast paced office with tight deadlines. Participants will gain experience in covering the front office reception also. Please note that this role is fully office based.

For further information please contact aishling.durkin@specialolympics.ie

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