



SIMON WOMENS AID PROJECT COMPANY



#CES-2470182



Avenue Road, Dundalk, Co. Louth,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/08/2026



01/10/2026

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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Simon Women's Aid Project - Admin Assistant Women's Aid Refuge

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 an admin role in a social care setting. It is based in the WA refuge in Avenue Road. Duties include assisting the manager with record keeping, database input, reports, donation records, correspondence etc. Strong emphasis on confidentiality and must be willing to work as part of a committed team at the refuge. Some duties may involve assisting service users with housing or funding applications. Position is 19.5 hours per week and may involve occasional shift work. Training is available up to major award level. Excellent opportunity to help contribute to a vital service locally and to gain broad experience in a social care admin setting. To apply or for further info please email your CV to swapdunkalk@gmail.com. Must be CE eligible to apply.

- **Sector:** other service activities