



AVONDHU/BLACKWATER PARTNERSHIP

COMPANY LIMITED BY GUARANTEE



#CES-2470269

AVONDHU BLACKWATER PARTNERSHIP,



The Old Mill, Castletownroche, Co. Cork, P51

F9PX



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/09/2026



27/10/2026

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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Digital Hub Coordinator

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.

Description:

Working in the new Digital Hub operation established at Avondhu Blackwater Partnership's offices in Castletownroche. The Digital Hub Coordinator will be responsible for the smooth running of the Digital Hub facility. It will give the right person an opportunity to manage a new state of the art facility for the north cork area, providing a reliable high-speed broadband connection for both individuals and companies alike.

Responsibilities:

- Deal with enquiries from potential users of the facility.
- Manage the booking system.
- Provide customer service to centre users.
- Promote the facility
- Active Social Media engagement
- Set-up and organise collection of payment from centre users

Skills:

- Good communication skills
- IT literate and familiar with Microsoft suite.
- Good organisation skills
- Be able to work well in a team environment
- Well capable of working on own initiative

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