



Dir CE Scheme



#CES-2470496



DUN LAOGHAIRE-RATHDOWN COUNTY ,

Inagh Court, Ballybrack, Co. Dublin, A96H1F8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/09/2026



28/10/2026

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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Dun Laoghaire-Rathdown Integration Forum, Administration Assistant - CE Scheme

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.

- Provide administrative support to dlrlForum and assist in promoting its role and aims and actions.
- Assist in building and maintaining constructive working relationships with a wide variety of stakeholders, including local communities and groups
- Work with the Committee to support co-ordination of events and activities
- Support the Committee in identifying relevant funding and grant opportunities, and assist with submission of applications to same
- Assist with promotion of the network to increase membership and representation
- Assist with updating the website and social media platforms

Essential Requirements:

- Good communication and interpersonal skills, with a friendly and open manner
- Genuine interest in working with people and communities from diverse backgrounds
- Basic computer literacy, including comfort using social media platforms
- Good organisational skills and flexibility
- Ability to work well as part of a small team/committee

Desirable:

- Interested in or experience with intercultural, community or voluntary sector work
- Familiarity with social media content creation and scheduling

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