



County Kildare LEADER Partnership,

Enterprise Skills Programme



#CES-2471038



Presentation Convent, Meadow Road, Kildare,

Co. Kildare, R51 RF88



No of positions : 5



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/09/2026



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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Programme 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.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

There will be three components to the programme assistant course encompassing Personal Development, Training and work experience.

Responsibilities and Duties:

Caretaking

Clerical/administration

Reception

Horticulture

Communications

No specific qualifications necessary, as full training will be provided.

This position is based at County Kildare LEADER Partnership, Kildare Community Development Centre, Meadow Road, Kildare, R51 RF88.

Contact 086 - 0210160 email: davidoconnor@countykildarelp.ie

- **Sector:** public administration and defence; compulsory social security