



Mountbellew District Development CES Ltd



#CES-2471414



BALLYGAR SOCIAL SERVICES, Market
Square, Ballygar, Co. Galway, F42 YA62



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/09/2026



03/11/2026

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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Clerical Assistant/Caretaker

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.

Position is based in Ballygar, working in a Community Centre with a Community Pitch. Your duties would include but not limited to day to day minor maintenance and upkeep of premises including minor repairs, ensuring premises is always presented well. The setting up and clearing of rooms for groups/clubs. Part of your work would be dealing with clubs who use the Community Pitch and organising pitch time. The organising for hall bookings for clubs, schools, community groups, etc. General office duties would be required. You would be working with a centre manager and sometimes directly with the Centre Committee. This position offers a different working day and access to training/upskill within your community. You will also be required to attend training courses and meetings when necessary.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities