



COUNTY SLIGO LEADER PARTNERSHIP



COMPANY COMPANY LIMITED BY

GUARANTEE



#CES-2471558

W SLIGO FAMILY RESOURCE CTR LT,



Enniscrone Ent Ctr, Pier Rd, Enniscrone, Co.

Sligo, F26 V5T8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/09/2026



04/11/2026

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](#)



Open your camera app & point here to view this ad online



Receptionist / Administrator

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.

Key Responsibilities

Reception Duties

- Provide a friendly, welcoming, and confidential reception service to all visitors, service users, and community members.
- Answer and direct phone calls and respond to general enquiries.
- Provide information about programmes, services, and supports available in the centre and wider community.
- Maintain sign-in procedures and visitor records where required.

Administrative Support

- Provide general administrative support to the Manager and staff team.
- Manage email enquiries and maintain filing systems (paper and electronic).
- Assist with scheduling appointments, meetings, and room bookings.
- Support the organisation of programmes, events, and community activities.

Records and Data

- Maintain accurate records and databases relating to centre activities and service users.
- Assist with data collection for reporting purposes where required.
- Ensure all information is managed in line with GDPR and confidentiality policies.

Office Operations

- Maintain office supplies and order materials when required.
- Support preparation of documents, reports, and correspondence.
- Assist with basic financial administration such as petty cash records or invoice processing if

required.

- Prepare tea, coffee and refreshments for groups, meetings and events as required.
- Ensure kitchen and communal areas are kept clean, tidy and well-stocked throughout the day.
- Load and empty the dishwasher, wash and put away crockery, and maintain a clean and welcoming environment for staff, volunteers, programme participants and visitors.

Community Engagement

- Promote a positive and inclusive environment within the centre.
- Support communication with partner organisations and community groups.
- Assist with the promotion of programmes through notice boards, newsletters, or social media.

- **Sector:** other service activities