



Burgess Community Group Ltd



#CES-2472082



The Governors House, O'Rahilly Street,
Nenagh, Co. Tipperary, E45 X588



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/09/2026



06/11/2026

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



Tour Guide/Administrator - CE Scheme - Nenagh Heritage Centre

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.

Duties will include:

- Meeting & greeting members of the public
- General reception duties including answering the phone, taking messages, handling visitor queries
- General administration duties as required including typing letters, updating and filing of records
- Assisting in the delivery of tours of Nenagh Heritage Centre
- Interacting with visitors & providing excellent customer service

For further information please contact Nenagh DSP,
79 Connolly Street, Nenagh - 067 31879

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