



Midleton Educational & Related Groups Ltd



#CES-2472603



My Place, Mill Road, Midleton, Co. Cork, P25

YT50



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/09/2026



11/11/2026

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



Facilities Assistant - My Place Midleton - Community Employment

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.

- Setting up rooms for meetings, classes, community activities and events.
 - Assisting with the general upkeep and presentation of the centre.
 - Welcoming visitors and providing assistance to groups using the centre.
 - Helping with exhibitions, community events, music and cultural activities taking place in the centre.
 - Assisting with displays, posters, notices and information within the building.
 - Moving and arranging tables, chairs and equipment as required.
 - Checking rooms and facilities and reporting any maintenance or repair issues.
 - Assisting with opening and closing areas of the centre where required.
 - Carrying out light cleaning and general caretaking duties.
 - Supporting staff, volunteers and community groups with the running of activities and events.
 - Other reasonable duties associated with the day-to-day running of a busy community centre.
- For more information on Community Employment view our video on the link below

<https://vimeo.com/523868167>

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