



West Cork Community Employment CLG



#CES-2473020

W CORK TRAVELLER'S ASSOCIATION,



Western Road, Clonakilty, Co. Cork, P85

NN26



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/10/2026



12/11/2026

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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Administration - Programme Support Worker - West Cork Traveller 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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

Programme support worker, with an admin focus

Overall Purpose of the Role: Support health & development team members with administrative tasks connected to their Programmes, this will in turn, support West Cork Travellers to work towards achieving economic, cultural, health, social & political equality for the Traveller Community.

Reporting to: PHC manager Responsible to: CEO

Main Tasks included may involve supporting H&D team members by:

- Writing promotional or organisational material using a computer
- Researching information online
- Compiling and completing agreed paperwork
- Taking & typing up minutes of meetings
- Filing, organising & updating information
- Mentoring staff members with computer or paper work where necessary and agreed
- Contribute and participate in tasks that support West Cork Travellers overall (e.g. provide reception cover on occasion)
- Provide other agreed support to the health & development team
- Undertake further training to further employment prospects as agreed
- Other duties as commensurate with the post

This role will be based in Clonakilty

Person Specification:

- A commitment to, and ability to maintain, absolute confidentiality
- A commitment to equality, particularly with regard to Travellers
- Good communication skills, including written and verbal
- Good organisation skills
- Computer skills: to include Word, Basic file storage, Excel, Email and internet
- Creativity, flexibility, patience and empathy are essential
- An understanding of community development and mentoring processes are desirable

- **Sector:** other service activities