



Clare Youth Service



#CES-2473380



Cloughleigh, Ennis, Co. Clare, V95 XA43



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



05/10/2026



16/11/2026

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 Assistant

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.

Applicants must have a common motivation to learn, and interest in the work and the ability to acquire knowledge, skills and competencies required to be successful in the role.

They must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the role, be able to work with responsibility and demonstrate the ability to work on their own initiative

Duties: General Administration & Reception duties. Good Communication skills, friendly and approachable manner. Applicant MUST have a good working knowledge of ALL computer packages, word, excel, publisher, power point.

Must be mature, responsible and have excellent organisational skills

Applicants will be required to complete a Garda Vetting Application form.

A minimum English language and literacy competency of B2 in writing, reading, listening, and speaking on the Common European Framework of Reference for Languages (CEFR) is required at entry to the programme for speakers of English as a second language.

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