



Dublin North East Community

Communications Co-op Society Ltd.



#CES-2473950



NEAR FM 90.3, Northside Civic Ctr, Bunnally

Road, Dublin 17, D17 K462



No of positions : 3



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/10/2026



18/11/2026

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.

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Job Description

Duties

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

The main role of the successful candidate will be in the area of Broadcasting support (organising promotion listing, downloading and saving programmes, liaising with presenters and producers on the promotion of programme content) and programme production support, including completing required documentation, working to deadlines, assisting on organising outside broadcasting recordings by contacting hosts and guests speakers, and supporting the production team.

Other duties will include:

Liaising with members, studio staff and station managers to enable the programming schedule

Supporting training preparation and delivery, including setting up the training room for groups.

Support in organising training courses for existing and new members and staff.

Support in project work on different programmes Near Media Co-op is involved with.

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