



Sankalpa CLG



#CES-2474561



Unit 3/7/8, Glasnevin Bus Ctr, Ballyboggan
Road, Glasnevin, Dublin 11, D11 KWF8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/10/2026



23/11/2026

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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Receptionist

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.

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career. The day to day Receptionist, front of house, general administration, Answering calls, emails and text messages, scheduling appointments, updating of appointments through outlook, working as part of a team to support the running of building. Building a rapport with service-users. What the Community Employment Programme is; The Community Employment (CE) programme is designed to help people to get back to work by offering part-time and temporary placements in jobs based within local communities. Participants can take up other part-time work during their CE placement. The work is community-based. The training provided through CE is delivered within a Quality Assurance framework. See details of recognised courses on www.qqi.ie that can be achieved and that lead to major awards on the National Framework of Qualifications. Expenditure towards training on the CE programme is funded through the National Training Fund (NTF) administered by the Department of Further and Higher Education, Research, Innovation and Science. Being on a CE scheme is a great opportunity to develop your personal and professional skills and seek the training you need to fulfill the career you have always wanted.

Please contact Dominique for further information Email: dominique.creighton@sanklapa.ie Phone: 01 8302690

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