



Dun Laoghaire Rathdown Community

Employment Scheme



#CES-2475544

SALLYNOGGIN YOUTH & COMM FACIL,



Pearse Street, Sallynoggin, Co. Dublin, A96

KW58



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/10/2026



27/11/2026

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



Administrator, Sallynoggin Youth & Community Facility, Pearse St, Sallynoggin Road, Co Dublin

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.

Policy Development:

Assist in the review and update of Health & Safety Policies and Procedures

Draft policies relevant to Sallynoggin Youth & Community Facility for Board approval eg data protection, Child Protection & Welfare Policy inc Child Safeguarding Statement

Finance:

Updating and maintaining the income & expenditure reports and any other financial administration as assigned by the Chairperson.

Draft monthly income and expenditure reports for the Board

General:

Meet and Greet

Take calls and answer any telephone queries

Liaise with Chairperson in relation to all queries including room booking queries

Publicity:

Update the Sallynoggin Youth and Community Facility page on www.dlrcommunity.ie

Develop and keep updated a facebook page for Sallynoggin Youth & Community Facility and post information relevant to the Facility or other local groups of interest

Personal Development

Undertake necessary training to help enhance job skills.

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