



Women's Community Project (Mullingar)

Association CLG,



#CES-2476134



Saint Mary's Hall, Bishop's Gate Street,

Mullingar, Co. Westmeath, N91 KW1E



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/10/2026



01/12/2026

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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Office Administrator - Mullingar Community Training Centre (CTC)

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.

Job Description

Duties

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

This position equips participants with the knowledge, skills, and competencies to work in office environments to support the day-to-day administration of the organisation under effective supervision.

On-the-job experience provides participants with experience in utilising IT systems (e.g. Customer Relationship Managements (CRM's) and Learning Management Systems (LMS's) and Microsoft Office Software packages). Participants will gain confidence in data entry, record maintenance, document creation and gain an understanding of file management systems. Additionally, participants will develop interpersonal skills to interact with clients and visitors, provide excellent customer service and handle inquiries through phone, email, and messaging platforms.

Eligibility requirements:

In receipt of a social welfare payment for a minimum of 12 months and aged between 21 to 65 years.

If you are a Qualifying Adult on your spouse, partner, civil partner, or cohabitant's Jobseekers Allowance claim you may be eligible for CE. Aged 60 years and over may stay continuously on CE up to the age of qualifying for state pension. Over 50 years of age signing for Jobseekers Benefit credited social insurance contributions. Age 18 years and over for certain disadvantaged groups with a qualifying period of 1 week for some types of social welfare payments.

Single Rate on scheme is €286.50 per week. Must have sufficient command of the English language.

Please contact your local Intreo offices to check your eligibility and for further information please call 044-9344509 or Email your CV to: mmcknight@wcpmullingar.ie and Short listing will apply. Office Administrator vacancy in the following areas:, Mullingar Community Training Centre (CTC)

Please check the link below for information on Community Employment programme.

https://www.citizensinformation.ie/en/employment/unemployment_and_redundancy/employment_sup

- **Sector:** education