



Rossinver Youth & Community Project Limited



#CES-2476564



KINLOUGH COMMUNITY CENTRE, Laghta,
Kinlough, Co. Leitrim, F91 D402



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/10/2026



03/12/2026

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](#)



Open your camera app & point here to view this ad online



General Operative

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.

Key areas of work,

- Set up room for classes, meetings etc
- Making sure rooms are set up for Hot Desk
- Kitchenette areas are clean
- Cleaning floors/toilets/stairs/inside windows
- Ensuring the building and entrance are kept clean and tidy
- Light administrative duties
- Dealing with the public

Special Tasks

- Keeping area clean
- Using equipment safely and responsibly at all times
- Adhering to Health & Safety regulations
- Reporting any defects to the CE Supervisor and Community Committee
- To undertake reasonable duties as requested
- Answering phone calls / forwarding messages

Job holder will ensure confidentiality and privacy are adhered to at all times

Job holder will report to the Kinlough Community Committee

- This vacancy is suitable for Remote/Blended working

- **Sector:** other service activities