



Galway Simon Community



#CES-2476707



GALWAY SIMON COMMUNITY, 11-13 Mulvoy
Park, Galway, Co. Galway, H91 EAY0



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/10/2026



04/12/2026

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



Maintenance Assistant (Allotment)

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.

Purpose of the Role

The Maintenance Assistant (Allotment) will assist in the upkeep, maintenance, and improvement of community facilities, grounds, and allotment spaces. The role provides practical training and work experience in grounds maintenance, and health and safety practices while contributing positively to the local community.

Key Duties and Responsibilities

Responsibilities will involve assisting in the day-to-day maintenance and development of the allotment facility and supporting activities of the wider social integration team and will include:

- Interact with clients by chatting, listening to them and offering opportunities to participate in the Galway Simon Community social integration team activities.
- Participating in the planning and implementation of the ongoing maintenance and development of the Galway Simon Community overall allotment area and facility.
- Support in providing a stimulating and creative environment which supports social and community integration
- Follow all administration policies and recording procedures that are relevant to your role e.g. purchasing procedures, recording attendance, service updates etc.
- Participate proactively in supervision, training and development opportunities.
- Always adhere to and promote Galway Simon Community's health &, safety, and hygiene policies and protocols.
- Work in a safe manner with due care and attention to the safety of yourself and others and bring concerns to the attention of the line manager without delay.

- Maintain professional standards in relation to confidentiality, ethics and legislation.
- Any additional duties that may from time to time be determined by Management or the CE Supervisor.

Maintenance & Allotment Assistants will work 19.5 hours per week by arrangement. Staff may exceptionally be asked to work outside their working hours when the need arises, in which case time off in lieu will be granted.

Remuneration, holidays and other entitlements are as laid down by DSP.

Galway Simon Community is an equal opportunities employer.

- **Sector:** information and communication