

Offaly Local Development Company: Community Services Programme Support Worker (Part Time) **(<https://www.activelink.ie/node/114500>)**



Community Services Programme Support Worker

Offaly Local Development Company is looking to recruit a part -time (20 hrs) admin/support worker for the Community Services Programme which currently provides a meal to the door and social food service.

Person Specification: Previous Administration experience desirable but not essential as training will be given. Full clean driving licence essential.

Reporting To: Meals on Wheels Manager.

- **Working hours:** Part time (**20 hrs**) across 5 days (9-1 pm Monday, Wednesday and Friday and 12-4pm on Tuesdays and Thursdays)
- **Location:** Office Banagher, services across West and South Offaly (travel will be required to different production sites).
- **Salary:** €13.50 per hour
- **Expenses:** Will be paid at civil service rates where they apply.
- **Duration of Contract:** One Year (subject to continuing Pobal funding)
- **Probation:** The Probationary Period will be 9 months (with appraisals at three- and six-month intervals)
- **Annual Leave:** 11 days per year

To apply

Please forward letter of application and Curriculum Vitae outlining qualifications and work experience relevant to the role as outlined to:

**CEO,
Offaly Local Development Company,
Millennium House,
Main Street,
Tullamore,
Co. Offaly
057 9352467 (tel:0579352467)**

info@offalyldc.ie (<mailto:info@offalyldc.ie>)

To arrive no later than 5.00pm on Friday 04th April 2025

Offaly Local Development Company is an Equal Opportunities Employer

Region
Co Offaly

Date Entered/Updated
19th Mar, 2025

Expiry Date
4th Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/community/114500-offaly-local-development-company-community-services-programme-support-worker-part-time>