

# South Kerry Local Employment Services

FREE FOR YOUR BENEFIT

CALL INTO YOUR LOCAL OFFICE  
FOR A FREE, FRIENDLY AND  
CONFIDENTIAL SERVICE

⇒ JOB SEARCHING      ⇒ INFORMATION SERVICES  
⇒ CAREER GUIDANCE    ⇒ EDUCATION & TRAINING

OUR OFFICES ARE OPEN FROM MONDAY TO FRIDAY

9:00 - 17:00

(Closed for Lunch)

## Killarney Jobs Club

37A High St. 2nd Floor, Killarney

⇒ **CURRICULUM VITAE (CV'S)**  
⇒ COVER LETTERS  
⇒ JOBS CLUB TRAINING

### Head Office

West Main Street  
Cahersiveen  
Co. Kerry  
Tel: 066 9472724

### Other Offices:

#### Killarney

37A High St.  
2nd Floor,  
Killarney,  
Co. Kerry  
Tel: 064 6636572

#### Killorglin

Library Place,  
Killorglin,  
Co. Kerry  
Tel: 066 9761615

#### Kenmare

21 Henry St.  
Kenmare,  
Co. Kerry  
Tel: 064 6641930



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.



An Roinn Gnóthaí Fostaíochta  
agus Coimirce Sóisialaí  
Department of Employment Affairs  
and Social Protection



## ADMINISTRATION/OFFICE/MANAGEMENT

	 <p>An Roinn Gnóthaí Fostaíochta agus Coimíre Sóisialaí Department of Employment Affairs and Social Protection</p>		<p>South Kerry Development Partnership CLG West Main Street, Cahersiveen, Co. Kerry Telephone 066 9472724 Fax 066 9472725 e-mail: info@skdp.net</p>
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## SOUTH KERRY LOCAL EMPLOYMENT SERVICE

### Secretary - Fixed term contract

#### **SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG**

Invites applications for the

#### **Post of Local Employment Service Secretary – Job Share**

**Function:** Secretary to South Kerry Local Employment Service

**Duties:**

- General office procedure.
- General accounting duties – income & expenditure control, bank reconciliation etc
- Responsible for client registrations, information provision, un-keep of LES systems
- Responsibility for the daily running of the office
- Keeping records of all client funding, LES HR records, correspondence and transactions in connection with the implementation of South Kerry Local Employment Service
- Compiling CVs, Cover Letters and client correspondence
- Up-keeping employer and job vacancy data-base
- Management of meeting schedules which would include minutes & agendas of LES staff meetings
- Keeping a record of stock and equipment used in relation to the Local Employment Service
- Source quotations and order stationery and equipment when required on approval from the Co-ordinator
- Other duties as may be reasonably requested by the Co-Ordinator from time to time

Applicants should have a good standard of education, a recognised secretarial qualification with at least two years' experience in a similar role. Possess strong I.T skills and excellent interpersonal & communication skills.

The Post will be based in the South Kerry Development Partnership Head Office at West Main Street Cahersiveen. The post is part time, 22.5 hours per week and will be offered on a fixed term contract basis concluding 31st December 2020 with the possibility of renewal thereafter dependent on ongoing funding.

Salary Scale €14,638.20 - €22,521.60 per annum dependent on qualifications and experience.

Full particulars of the position are available from  
Marie Garvey  
South Kerry Development Partnership CLG,  
West Main Street, Cahersiveen, Co. Kerry  
Telephone 066 9472724, Fax 066 9472725, e-mail info@skdp.net

Application, in the form of a Curriculum Vitae and Cover Letter should reach  
Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG  
West Main Street  
Cahersiveen  
Co Kerry

Not later than 5:00 p.m. on Monday 23<sup>rd</sup> March 2020

South Kerry Development Partnership CLG is an equal opportunities employer.

South Kerry Development Partnership CLG acknowledges the assistance of the Department of Employment Affairs  
& Social Protection in supporting this position

## ADMINISTRATION/OFFICE/MANAGEMENT



### South Kerry Development Partnership CLG

Wishes to invite applications for the post of

### SOUTH KERRY SKILLNET – NETWORK ADMINISTRATOR

The South Kerry Skillnet Network Administrator will administrate the timely and efficient delivery of South Kerry Skillnet Training programmes and manage social media activities.

#### Essential Functions:

- Be the first point of contact for all queries relating to the network and its programmes.
- Maintenance of Skillnet data, booking, scheduling and confirming all training with training providers.
- Ensure the Skillnet online activity management system is updated and maintained with relevant information at all times.
- Ensuring that the South Kerry Skillnet social media presence & website is maintained and regularly updated
- Support the organising of events in relation to South Kerry Skillnet
- Assist in creating and implementing social media marketing strategies and tactics and create a promotion strategy.
- Support the sales and marketing of all South Kerry Skillnet programmes as required.

#### Qualifications, Skills and Abilities

- The ideal candidate will be highly motivated, flexible & organised with the ability to meet deadlines, be able to work on their own initiative and as part of a team, have excellent communication skills.
- Previous administration experience is essential
- Excellent time management skills and the ability to meet reporting deadlines
- Knowledgeable about training & development, social media & website maintenance.
- Be proficient in the use of Microsoft Excel, Word, Power-point & Outlook.
- Be proficient in the use of social media such as Facebook, Instagram, Twitter, Canva, & Wordpress

This position is part time – 30 hours per week and will be offered on a fixed contract basis to December 31<sup>st</sup> 2020. The salary is €19,516 Per Annum. The Network Administrator will be based at the South Kerry Development Partnership CLG Office at Library Place, Killorglin, Co Kerry.

A full job description is available by contacting Marie Garvey on 066-9472724 or emailing Marie Garvey at [mariegarvey@southkerryiles.ie](mailto:mariegarvey@southkerryiles.ie). Please send your Curriculum Vitae with a cover letter outlining your suitability for the position in strict confidence, and **not later than 5.00 p.m. on March 27<sup>th</sup> 2020** to:

Mr. Noel Spillane, Chief Executive Officer.  
South Kerry Development Partnership CLG,  
West Main Street, Cahersiveen, Co Kerry.

Tel: 066-9472724 Fax: 066-9472725 Email: [info@skdp.net](mailto:info@skdp.net)

**South Kerry Development Partnership CLGL is an equal opportunities employer.**

The South Kerry Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education & Skills.

## ADMINISTRATION/OFFICE/MANAGEMENT

### RESOURCE WORKER

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Employer:	Kerry Education & Training Board (Kerry ETB)
Requirements:	<p>Listowel Youth Reach:</p> <ul style="list-style-type: none"><li>• Resource Worker (combination of tuition &amp; administration) Maternity Leave Cover 15 hours per week</li></ul> <p>Tralee Youth Reach:</p> <ul style="list-style-type: none"><li>• Resource Worker (combination of tuition &amp; administration) Maternity Leave Cover 29.5 hours per week</li></ul> <p>Youth Reach Resource Worker Substitution Pool:</p> <ul style="list-style-type: none"><li>• Kerry ETB Youthreach Programmes Tralee, Killarney, Listowel, &amp; South Kerry</li></ul>
How to Apply:	Application forms can be downloaded from <a href="http://www.kerryetb.ie/opportunities">www.kerryetb.ie/opportunities</a> return by email only to <a href="mailto:jobs@kerryetb.ie">jobs@kerryetb.ie</a> No CV's only official application form will be accepted
Closing Date:	Monday 23rd March 2020

## HOTEL AND CATERING

### CAFÉ ASSISTANT

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Employer:	Down Syndrome Kerry
Location:	Deenagh Lodge, Killarney
Requirements:	<ul style="list-style-type: none"><li>• Full/ Part-Time positions available</li><li>• April - end of Sept 2020</li><li>• Ability to relate to persons with intellectual disability is desirable</li></ul>
How to Apply:	Apply with covering letter and CV to: <a href="mailto:adminsecretary@downssyndromekerry.ie">adminsecretary@downssyndromekerry.ie</a>
Closing Date:	Friday 27th March 2020

**CHILDCARE****SOUTH WEST KERRY FAMILY RESOURCE CENTRE**

Invite application for the post of:

**Family Support / Community Development Worker  
(Full-time 35 hours per week)**

*The Family Support / Community Development Worker will work closely with the Project Co-ordinator to help the Project implement its Strategic Plan.*

The ideal candidate should have:

- A relevant third level qualification – Minimum Level 6 (for example, Family Support or Community Development);
- At least 2 years experience of community development in a paid or voluntary capacity
- Experience and knowledge of family support in a community-based setting;
- Experience of working with community, voluntary and statutory agencies;
- Experience delivering programmes, activities and/or services to groups;
- Experience of providing one-to-one supports directly to parents/families;
- Experience delivering parent support programmes;
- Experience of providing information and support to individuals and Groups;
- Proven experience in accessing funding;
- Excellent IT, social media and report writing skills;
- Access to own transport essential.

This project is an equal opportunities employer.

For information and an application form, please contact:

Recruitment Officer

South West Kerry Family Resource Centre,

18 Main Street,

Cahersiveen,

Co. Kerry

V23 A393

E-mail: [colletteswkfrc@gmail.com](mailto:colletteswkfrc@gmail.com)

Tel: 066 9481000

The closing date for applications is: Friday 20<sup>th</sup> March 2020

Interviews: 25<sup>th</sup> – 27<sup>th</sup> March 2020

Applications will only be accepted on the official application form.

CVs will not be accepted.





## COMMUNITY EMPLOYMENT SCHEME POSITIONS

### How to Apply

Please contact your Local Employment Service Offices (details below). Eligibility to participate on CE is generally linked to those who are 21 years old or over for all areas. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

### CE SCHEME VACANCIES

Job Title	Location	No. Of Positions	Closing Date	Job Ref. No.
Cleaner	Ballymacelligott	1	—	2105651
Childcare Assistant	Castledrum	1	26/03/2020	2138822
Childcare Assistant	Castleisland	1	26/03/2020	213824
Childcare Assistant	Cumann Iosaef	1	26/03/2020	2138825
Maintenance	Currow	2	—	2108117
Cleaner	An Riocht, Castleisland	1	—	2105650
Bookkeeper	An Riocht, Castleisland	1	—	2108517
Receptionist	An Riocht, Castleisland	1	—	2108518
Kitchen Assistant	Kilgarvan	1	02/04/2020	2139621
Care Assistant	Kilgarvan	1	01/04/2020	2134276
Grounds Person	Kilgarvan	2	25/03/2020	2134274
Cleaner	Kilgarvan	1	03/04/2020	2134963
Caretaker Maintenance	Kilcummin	1	—	2135480
Childcare Assistant	Killorglin FC	1	26/03/2020	2138818
Cleaner	Ard Alainn Killorglin Day Care Centre	1	17/04/2020	2141892
Bus Driver	Ard Alainn Killorglin Day Care Centre	1	17/04/2020	2141888
Weekend Attendant	Killorglin Sports Complex	1	17/04/2020	2141893
Childcare Assistant	Listry	1	26/03/2020	2138819
Administrator	Danu Childcare, Rathmore	1	26/03/2020	2138826
Administrator	Rath Oraigh, Tralee	1	26/03/2020	2138829
Administrator	Waterville, Childcare	1	26/03/2020	2138827

## TÚS - COMMUNITY WORK PLACEMENT

- ⇒ Are you Unemployed for 12 months or longer and interested in working in Local Community Projects?
- ⇒ TÚS provides work opportunities for all unemployed people in South Kerry.
- ⇒ If you are less than 25 years of age there will be a major financial incentive for participating.
- ⇒ Class A social insurance paid.
- ⇒ 12 month contract.

### TO APPLY CONTACT YOUR LOCAL SUPERVISOR

Cahersiveen:	Killarney:	Killorglin:	Kenmare:
Adrian Griffin TÚS Supervisor	Ger Moynihan Lisa Murphy TÚS Supervisors	Paudie O'Shea TÚS Supervisor	Donal McCarthy TÚS Supervisor
SKDP CLG West Main St., Cahersiveen.	SKDP CLG 37A High St., Killarney.	SKDP CLG Library Place, Killorglin.	SKDP CLG 21 Henry St., Kenmare.
Tel: 066 9472724	Tel: 064 6636572	Tel: 087 4146379	Tel: 064 6641930

## VACANCIES ON TUS/RSS

Job Title	Location	No. Of Positions
Administration	Killorglin Archives Society	2
Caretaker	Nagle Rice Community Centre	2
General Operative/Gardener	Iveragh Park Killorglin	3
Kitchen Assistant	Killorglin Family Resource Centre	1
Cleaner (Evenings)	Iasc Og Creche Cromane	1
Maintenance	Beaufort G.A.A Club	1
Kitchen Assistant/Cleaner	Cappanalea O.E.C	2
Cleaner	An Naoilinn Solas (crèche)	1
Caretaker/ Event Organiser	Glenbeigh Sportshall	1
Painter/ D.I.Y Handyman*	Various Projects, Mid-Kerry	2
Facility Caretaker	Dragons' Den, Killorglin.	1





Are You Unemployed? Are You Interested in Starting your Own Business?



**The BTWEA may be suitable for you!**

**Back to Work Enterprise Allowance (BTWEA) Information Mornings**

**Every Thursday Morning - 9am to 12noon**

**South Kerry Development Partnership CLG Office, Library Place, Killorglin**

*The BTWEA assists unemployed people and others in receipt of certain Social Welfare payments to become Self Employed. People who qualify and are setting up their own business may retain a percentage of their social welfare payment for Up To 2 Years.*

*Contact Joanne Griffin, Enterprise Officer on 087 6152660 or [jgriffin@skdp.net](mailto:jgriffin@skdp.net) to arrange an appointment*

**Or Simply CALL IN—Every THURSDAY MORNING - 9am to 12noon - SKDP OFFICE, KILLORGLIN**



Minister  
for Finance  
Government  
of Ireland

Decade of  
Employment  
Project Ireland  
2040



The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employment, Inclusion and Learning (PEIL) 2014-2020





## South Kerry Jobs Club



**Are you unemployed and looking to return to work?**

**KICKSTART YOUR JOBSEARCH BY ATTENDING OUR TRAINING WORKSHOP**

- **PART-TIME PROGRAMME FOR JOBSEEKER**
- **TRAVEL ALLOWANCE IS PAID ON COMPLETION**



THE JOBS CLUB TEAM  
MARY MURRAY & PAUL MURPHY

OUR PART-TIME COURSES ARE DESIGNED TO OFFER HELP & SUPPORT TO JOB-SEEKERS ON HOW TO EVALUATE THEIR INDIVIDUAL SKILLS, ESTABLISH A JOB-SEEKING PLAN OF ACTION, MAKE JOB APPLICATIONS, PREPARE CVS, COVER LETTERS, REGISTER ON JOBS IRELAND, AND PREPARE FOR INTERVIEWS.

**'BOOK YOUR PLACE AS PLACES ARE FILLING UP FAST'**

COURSES ARE RUN IN KILLARNEY / KILLORGLIN/ CAHERSIVEEN / KENMAREK

FOR FURTHER INFORMATION CONTACT PAUL OR MARY ON 064 – 6637833  
OR EMAIL KILLARNEY JOBSCLUB AT [KILLARNEYJOBSCLUB@SOUTHKERRYLES.IE](mailto:KILLARNEYJOBSCLUB@SOUTHKERRYLES.IE)



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## Jobs Sheet Publishing Info



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.

South Kerry Development

Partnership CLG.,

37A High St.,

Killarney,

Co. Kerry

Tel: 064 6636572

Email: [info@skdp.net](mailto:info@skdp.net)

*The Jobs Sheet is published weekly by  
South Kerry Local Employment Services*

*And is available from all SKDP offices*

*Or*

*From our Website*

*Or*

*Like us on Facebook to receive notification of publication*

*Or*

*Contact us on the email below to be added to our mailing list*

[www.southkerry.ie](http://www.southkerry.ie)

[jobsheet@southkerryles.ie](mailto:jobsheet@southkerryles.ie)



Do you wish to have a job included in the next  
issue of the South Kerry LES Jobs Sheet?

Send us the job details,

To include:

Job Title, Location, Requirements, How to Apply and Closing Date

*\*\*Any jobs received after 5p.m. on Thursdays are not guaranteed to be published\*\**

Email: [jobsheet@southkerryles.ie](mailto:jobsheet@southkerryles.ie)



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