



TRALEE LOCAL EMPLOYMENT SERVICE

WEEKLY NEWSLETTER

21st July 2022

Assisting jobseekers in finding work by providing a **FREE, FRIENDLY** and **CONFIDENTIAL** Service



Website

<https://newkd.ie/employment/tralee-local-employment-service/>



Follow us on Facebook

<https://www.facebook.com/traleelocalemploymentservice>

Head Office

NEWKD , Áras an Phobail,
Croílár na Mistéalach,
Dean's Lane, Tralee, Co Kerry
V92 CRW8
Tel: 066 7129675
Email: info@traleeles.ie

What we do:

- Career Path Planning
- Assistance with Job Seeking
- CV and Cover Letter review
- Advice regarding Educational & Training Needs
- Advice on Back to Work Financial Incentives



An Roinn Coimirce Sóisialaí
Department of Social Protection

Local Employment Services (LES) are funded by the Irish Government through the Department of Social Protection

Tá Seirbhísí Fostaíochta Áitiúla (LES) maoinithe ag Rialtas na hÉireann tríd an Roinn Coimirce Sóisialaí

NEWKD
North, East and West Kerry Development
Forbairt Chiarraí Thuaidh, Thoir agus Thiar

<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22



Tralee

LOCAL EMPLOYMENT SERVICE

FREE VACANCY ADVERTISING

EMPLOYERS

If you have a vacancy you want to advertise

Message us the details on Facebook

or email: info@traleeles.ie

&

We will promote it for you for FREE

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An Roinn Coimirce Sóisialaí
Department of Social Protection



Follow our Facebook page for more up to date job vacancies and information.

<https://www.facebook.com/traleelocalemploymentservice>



Tralee Local Employment
Service

@traleelocalemploymentservice



<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22

How can Tralee LES help?



Client background

Long term unemployed 40 years old male, co-habiting with children. Education Irish Second level with experience in outdoors maintenance work.

When we met client

Client was looking for nighttime work that complimented his partners working hours because childcare facilities were closed during Pandemic. He had no transport and is living in isolated area. He had low mood primarily because of his lack of self-confidence in having no formal skills and because of the isolation effects of Covid.

Actions / Interventions

Our Guidance Officer advised client of the benefits of a CE scheme as a steppingstone to employment. The priority in this instance was to instil confidence, stability and structure into client as a first step towards employment and to address isolation issues. Our Guidance Officer emphasised the training element associated with CE and the potential to address his lack of confidence around no formal training.

Tralee LES liaised with CE Supervisor in his local area and emailed client CE positions that he felt client would have a skillset to be comfortable performing in.

Client Progression

Client attended via phone to initial activation 1:2:1 Meeting.

Client attended two subsequent phone Activation Review Meetings afterwards consisting of 1-hour durations each. Client acknowledged isolation was a contributing factor to his lack of motivation in mobilising himself into taking steps to progress into employment. Signposted to CE. **Client began CE position at beginning of April in local Community Centre.**

Follow up call - client was very happy in his new position and confirmed it was very beneficial thus far. He no longer feels isolated, has established a routine and is gaining confidence for his next step of attaining gainful employment. He feels he is contributing to the household along with his partner.

If you feel that we could help you, please contact us on 066 7129675 or email info@traleeles.ie

Accommodation Assistant

The Rose Hotel is an award winning 4 star hotel located in Tralee, Co Kerry. We have 161 bedrooms, bar, restaurant, meeting rooms, spa and gym.

We are currently recruiting for Accommodation Assistants to work in our Accommodation Department.

Main duties of the role include:

- To service the allocated number of departure and stayover bedrooms as instructed on a daily basis
 - To service all guest bedrooms are serviced to the agreed standard
 - To ensure that all special requirements in bedrooms are in place for guests' arrival
 - To report any maintenance issues in bedrooms and public areas immediately
 - To clean all allocated public areas of the hotel
 - To clean and maintain all public toilets on a daily basis
 - To clean and main all employee locker rooms and toilets if asked
 - To keep all pantries clean and tidy and free from all hazards
 - To keep adequate stock levels on service trolleys
 - To ensure that linen is stored correctly and safely
 - To prepare linen for collection and laundering
 - To launder any items in house as instructed
- . May be required to do turn down service
- . May be required to do evening public area assistant
- To clean and maintain all guest corridors and lift lobby's

Responsible to the Executive Accommodation Manager and to the Assistant Accommodation Managers.

Ideal candidate:

- Must have at least 1 years' experience as an Accommodation Assistant
- Must be a team player
- Have excellent communication skills
- Must be flexible in working hours - able to work weekends, public holidays
- Must be flexible in their role i.e., public areas/turndown

Benefits of working in The Rose Hotel

- Provided with part of the uniform
- Provided with meal on duty
- Year-round employment
- Free carparking
- Access to hotel gym at designated times

This is a full-time role, working up to 39 hours a week. This role is not only for summer months, but also for the autumn/winter.

Apply on:

<https://ie.indeed.com/viewjob?jk=58a552b0e53231fe&tk=1g8apia5msu3s801&from=serp&vjs=3>

Care Worker

A commitment to living the values of Teamwork, Respect, Dignity, Justice, Advocacy and Quality. We are an independent voluntary organisation providing services and support for people with disabilities and their families for more than 70 years. Our work positively impacts the lives of over 10,000 people with disabilities, equipping them with the confidence, skills, and self-belief to achieve their expressed goals

Boulia Accommodation Service, Tralee, County Kerry

Permanent Contract, 36 hours

Job Purpose

To provide a personal care service to individuals with Intellectual Disability and Mental Health Difficulties within a residential service setting, in an environment which values and respects the individual, fosters a positive behavioral support approach to supporting people with challenging behaviors and an environment that fosters community-based living, personal development and social inclusion

Minimum Education & Skills required

- QQI Level 5 in Health & Social Care
- Candidates should have experience of working in a residential care setting
- Candidates should have experience in the provision of personal assistance in all aspects of personal care.

<https://newkd.ie/employment/tralee-local-employment-service/>

- A champion of Person-Centred Planning and Individual Action Plans.

Job Duties & Responsibilities

- Provide personal assistance in all aspects of personal care and manual handling, ensuring comfort and hygiene of service users and adhering to safe practice and risk assessments at all times.
- Promote and actively involved in teamwork, creating a nurturing and supportive environment for the service user.
- Facilitate and implement a person centered service appropriate to the needs, wishes and requirements of service users

Additional requirements

- To be able to work effectively in a team providing person centered support for service users.
- To be able to maintain the privacy and confidentiality of service users at all times.
- To be able to adhere to all policies and procedures.

Staff Benefits

- Company Pension Scheme
- Paid maternity leave
- Paid paternity leave
- 27 days annual leave
- Bike to work scheme
- Tax saver travel scheme
- Income protection

To view full extensive job description please, click apply to visit our company site and download attachment at the bottom of the page.

These duties and responsibilities are a reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the services.

Closing Date: Monday, 1st August 2022

The Rehab Group is an equal opportunity employer

Apply on: <https://workforus.mua.hrdepartment.com/hr/ats/Posting/view/3408/0>

Staff Nurses- Castleisland (Part Time or Full Time)

Windmill Healthcare are currently recruiting for a Staff Nurses across all disciplines for full-time, part-time and flexible roles to join our Care Team at our state-of-the-art Willow Brooke Care Centre, Castleisland, Co. Kerry. Induction provided. Excellent Terms and Conditions with full career progression.

Let's talk about your Nursing Career!

Duties:

- To promote through high standards of professional nursing practice, a caring environment conducive to the physical, emotional, and spiritual needs of residents
- Establishing relationships with all our residents, relatives, and visitors to ensure support and comfort is given at all times
- Ensuring all Windmill Healthcare policies are known and adhered to by all staff
- Ensures the agreed policies and procedures for the control, administration, and custody of all drugs and medicines are adhered to
- Knowledge and awareness of HIQA standards and ability to participate in inspection process – Willow Brooke Care Centre is fully compliant with HIQA standards
- Ensure all admissions to the home are carried out correctly and all appropriate documentation completed
- Liaise with health care professionals as necessary regarding the discharge of a resident to the community to ensure continuity of care.
- Daily management support provided from CNM/DON
- Extensive training is given

Skills:

- Registered on the Irish live register (NMBI)
- Has clinical experience working in Gerontological Care or Residential Nursing Care
- Working experience of HIQA Standards and Health Act Regulations 2013
- Fluent in the English language (verbal and written) and be eligible to work in Ireland
- Strong communication and listening skills

<https://newkd.ie/employment/tralee-local-employment-service/>

- Work well with and lead a care team

Benefits:

- Bonus scheme
- Discounted/free food
- Education reimbursement
- Flexible working hours
- On-site parking

Apply on:

<https://ie.indeed.com/viewjob?jk=430407fd4574d103&tk=1g8apjuirsu1a801&from=serp&vjs=3>

Patient Service Representative - Tralee Office Role

RelateCare provides patient service support to leading hospitals around the world. Our team make a true difference in the lives of patients by looking after their scheduling and non-clinical needs. We provide exceptional service where innovation, integrity and excellence are at the centre of everything we do.

We have full time time opportunities available to work from our Tralee office for the first 6 weeks of training, and thereafter move to either office based or work on a hybrid model. We are looking for candidates with a passion for providing an excellent client experience. Our hours of operation are Monday – Friday, 8 hour shifts between 1pm and 10pm.

Responsibilities:

- Perform non-clinical screening to ensure patients are seen by the right physician at the right time
- Review appointment information with patients
- Provide appointment itineraries
- Address patient scheduling needs via inbound calls
- Accurate data entry of patient's information into various systems
- Outbound calls to discharged patients (non-clinical)
- Verify and review patients and families' insurance coverage and benefit eligibility
- Investigate, resolve, and document patient requests in a timely and efficient manner, and coordinate the delivery of these requests
- Demonstrate strong customer service skills and professionalism in all interactions with patients, families, and physicians

Requirements:

- Be customer/patient service centered
- Exceptional time keeping
- Excellent at communicating over the phone and handling phone systems
- Strong computer skills and experience with tracking and recording information and updating customer profiles/accounts
- The ability to commute daily to our Tralee office (in Kerry Technology Park)

Desirable Qualifications:

- 1 + year(s) Customer Service Experience
- Leaving Certificate or equivalent

Our Privacy Policy covers how we collect and use your Data in the context of our recruitment process. By engaging in our recruitment process (submission of a CV etc.), you expressly consent to our collection, storage, use, and disclosure of your Data, including any sensitive information you elect to submit.

All CV's will be retained for two years as per our Retention Policy. Should you wish to have your personal information removed sooner you can request to have your details removed.

RelateCare is an equal opportunities employer.

Apply on:

<https://ie.indeed.com/viewjob?jk=5b76f1d6453363df&tk=1g8apjuirsu1a801&from=serp&vjs=3>

Kitchen Porter

Kirby's Brogue Inn has been a landmark on Rock Street since 1977 serving the finest Food & Beverage to the people of Kerry and beyond.

We are famous for our food and pride ourselves on the quality we offer.

We are now recruiting for the position of Kitchen Porter

<https://newkd.ie/employment/tralee-local-employment-service/>

Job Type / Category

The position requires a minimum of 1 years' experience, and you must be available for flexible hours including weekend work.

Duties include Wash-up, Kitchen porter duties and General Kitchen Duties

This position may include some heavy lifting

You must be willing to work hard in a busy environment. Positions available in either Part-time or Full-time.

Part-time hours: 25-40 per week

Full-time hours 40hrs per week

Job Types: Full-time, Part-time

Salary: €10.50-€12.00 per hour

Additional pay: Tips

Benefits: Food allowance

Schedule: 8-hour shift

COVID-19 considerations: Kirby's Brogue Inn strictly adheres to all Covid 19 Government and HSE Guidelines

Apply on: <https://ie.indeed.com/viewjob?cmp=knockbrack-catering-ltd.&t=Kitchen+Porter&jk=6670ecb065171972&vjs=3>

General Kitchen Assistant

Kirby's Brogue Inn located in the centre of Tralee town has been a landmark on Rock Street since 1977 serving the finest Food & Beverage to the people of Kerry and beyond.

We are now recruiting for the position of Kitchen Assistant

Duties will include light cooking, breakfast and wash up duties

Day time hours available

You must be prepared to work in a busy environment and be a good team player.

Hours of work are flexible ranging from 25-40 hours plus per week (either full time or part time)

This position pays a competitive hourly rate.

The ideal candidate for this role will:

Have at least 1 years Kitchen experience - full training will be given for this position

Previous experience of HACCP is desirable.

Be legally entitled to work full-time in Ireland

Be enthusiastic and willing to learn

Job Types: Full-time, Part-time

Part-time hours: 25-40 per week

Salary: €10.50-€13.00 per hour

Additional pay: Tips

Benefits: Food allowance

Schedule: 8-hour shift

Apply on: <https://ie.indeed.com/viewjob?cmp=knockbrack-catering-ltd.&t=General+Kitchen+Assistant&jk=17a42c40fd3a206d&vjs=3>

Checkout Operator - Castleisland

Main purpose of the role:

Ensure the Checkout Department operates efficiently and effectively at all times and provide our customers with excellent customer service.

The ideal candidate will have/be:

- 2 years' experience in a retail role is desirable
- Ability to balance tills
- Excellent communication skills
- Ability to engage with and prioritise customer needs
- Strong attention to detail, organised and flexible
- Ability to use own initiative and work as part of a team in a fast-paced environment

Main Duties:

- Actively live SuperValu brand-values i.e., Genuine, Passion for Food, Vibrant, Committed, Innovative and Imaginative

<https://newkd.ie/employment/tralee-local-employment-service/>

- Use a computerised till system that has a barcode scanner
- Weigh and price products such as fruit and vegetables
- Check customers' ages for restrictions on items such as alcohol
- Pack customer's purchases
- Process store loyalty cards, coupons and vouchers
- Take payments and make sure the till balances at the end of the day
- Spend time away from the till, stocking shelves and checking stock
- Merchandise and present the department to the highest standard at all times
- Attend and engage in team meetings and implement any learnings

Apply on:

https://ie.indeed.com/viewjob?jk=0f20b3926c9efd6a&l=County+Kerry&tk=1q8aplfnusu1a801&from=web&advn=852779097067771&adid=393174086&ad=-6NYIbfkN0AUUxmuitTm2gQMmxA1fH60lnbhlOKxFT9l4a92oWXDf5YMsV5fKRrigAP_AQEvAvrVptrUvCP9AYIDdjuZqw12tOWhaW1aZVv4ibHzmYBSkEcN7l1f4ZUg2PiKo1JVUJn_XwTDyuOC9-7bNI1NI5KvGiUTBdVo0r9oo8KA9-ceCUvZ8Ybb9xZgethokmwEvAtL_01Ws9aLC-FP6ep3ltM5e8OxhkaAEnW-vTmdyePYchCHCFAnVys5rMuXkVdDLhql3kBgVrPvuVrhjlrL8AkxKnBOzWNZZfnPcUnbDogm3b7FwElqV_WA_UTRhDOyQEpOJerg9kl-hkZMRv-L6AHGjkQtcC7-MxWtLA3-ixjlg%3D%3D&sidu=9OOC0N0fahC_1E4PrUFqjFtpfP5zjaKwFBSCDk9TQj05IEgvJhSodZ937_-0R8YUfpTfuO4y5KmsbaA3GRv2EQ&acatk=1q8apll1fi915802&pub=4a1b367933fd867b19b072952f68dceb&vjs=3

Receptionist

Looking for experienced receptionist to cover office duties, one or two ½ days a week and also holiday cover if needed.

- Experience in **Socrates** an advantage but not essential.
- Confidence and Familiarity with phone systems essential.
- Previous experience with Microsoft Office software required.
- University, college or training qualification an asset.

Main duties will include the following:

- Scheduling appointments and maintaining records and accounts.
- Welcomes patients and visitors in person or on the telephone and answering or referring inquiries.
- Keeps patient appointments on schedule by notifying provider of patient's arrival,
- Maintaining the waiting room and reception area.
- Ensures availability of treatment information by filing and retrieving patient records.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information.
- Recording and collecting patient charges, controlling credit extended to patients, and filing, collecting, and expediting third-party claims.
- Maintains business office inventory and equipment by checking stock to determine inventory level
- Anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies, and scheduling equipment service and repairs.
- Protects patients' rights by maintaining confidentiality of medical, personal, and financial information.

Training will be given for the above duties

Job Type: Part-time

Part-time hours: 4-8 per week

Salary: From €11.00 per hour

Schedule: Day shift

Education: Leaving Certificate (preferred)

Experience: Office: 2 years (preferred)

Language: English (preferred)

Expected start date: 25/07/2022

Apply on: <https://ie.indeed.com/viewjob?cmp=Tralee-Physiotherapy-Clinic&t=Receptionist&jk=5afc915ef3f19530&vjs=3>

Sales Admin

About Your New Employer:

A global Industrial packaging company are looking for a Sales Admin to join them on a contract basis for 6 months, at their Tralee site.

This is a Full-time role Monday-Friday.

<https://newkd.ie/employment/tralee-local-employment-service/>

The ideal person is a personable, proactive individual, that has excellent communication skills both verbal and written. Great attention to detail and admin skills required.

About Your New Job:

- Building strong customer relationships
- Maintaining customer database and accurate record keeping
- Communicating via email and phone with suppliers, reps etc. providing quotes, handling orders, and queries/complaints
- Handling full order process, from inputting orders to keeping up to date on orders right up to delivery and managing relevant documentation
- Liaising with Production planners on orders, ensuring stock levels are correct and orders are despatched on time
- Creating and updating products in system
- Assessing customer service statistics and preparing detailed reports
- Developing and updating customer service procedures and policies

The Skills/Experience Needed:

- Previous experience in a related role such as sales admin
- Strong administrative skills and experience in report writing
- Experience in providing quotes and handling orders and deliveries
- Proficient in computers and using internal systems or packages such as Microsoft Office
- Personable individual with excellent communication skills both verbal and written

What's On Offer?

- Salary €28k pro rata
- Potential of further opportunity once contract completed

What's Next:

If you are interested in this job, please apply here or contact Sarah Quinlan directly on [021 2359146](tel:0212359146).

If this job isn't quite right but you are looking for something similar, please get in touch.

Why Apply Through Sigmar?

- We'll help manage your job hunt, strengthen your interview skills and tidy up your CV
- We'll provide you with an overview of the jobs market within your industry and help you tailor your jobs search
- You will gain access to exclusive roles that are not advertised elsewhere

Job Types: Full-time, Temporary

Contract length: 6 months

Salary: Up to €28,000.00 per year

Schedule: Monday to Friday

Reference ID: SQ441

Apply on: <https://ie.indeed.com/viewjob?cmp=Sarah-Sigmar&t=Sales+Admin&jk=9d029d7d4033ff88&vjs=3>

Sales Order Processor

Sales Order Administrator – Tralee

This is a Full-time role Monday-Friday.

A global Industrial company are looking for a Sales Admin to join them on a contract basis for 6 months, at their Tralee site.

The ideal person is a personable, proactive individual, that has excellent communication skills both verbal and written. Great attention to detail and admin skills required.

About Your New Job:

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- Communicating via email and phone with suppliers, reps etc. providing quotes, handling orders, and queries/complaints
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- Proficient in computers and using internal systems or packages such as Microsoft Office
- Personable individual with excellent communication skills both verbal and written

What's On Offer?

- Salary €28k pro rata
- Potential of further opportunity once contract completed

Job Type: Full-time

Salary: From €28,000.00 per year

Benefits: On-site parking

Schedule:

- 8-hour shift
- Monday to Friday

Ability to commute/relocate: Tralee, CO. Kerry: reliably commute or plan to relocate before starting work (required)

Apply on:

<https://ie.indeed.com/viewjob?cmp=Sigmar&t=Sales+Order+Processor&jk=d216f73c03d1780d&vjs=3>

Retail Associate – Tralee

Permanent Part Time (20 hours p/w)

At Three we're used to going beyond expectations to better connect our customers

If that sounds like you, join us, and Be Phenomenal. Our Retail teams play a critical part in our enhanced store experience. Never has there been a more exciting time to join a team of open, honest and passionate employees. Three is forward thinking, you can't stagnate in this job, and you'll be part of a charming bunch of people that will become lifelong friends. There's an energy here that's infectious; we defy convention and we're always looking at ways to shake up the industry and to surprise and delight our customers. You can be yourself here, and you'll get to build strong relationships with customers and colleagues alike.

Join us as a Retail Sales Associate

Confident and personable, with a real passion for customer service, you'll happily go to phenomenal lengths to deliver the best retail experience possible, while working hard to drive sales and exceed targets. You'll need to be brilliant at building relationships with customers, identifying their needs and expertly matching them to our products and services. You'll be hungry to hit sales targets and to play a supportive and encouraging part in the team around you. Positive and motivated, you'll always be looking for ways we can improve and for ways to improve yourself. Previous retail sales experience is preferred but not essential and, of course, a love of and keen interest in the products we sell.

What we offer

Competitive salary and reward structure - earn up to €15,000 a year with commission

25 days annual leave each year (pro rata)

Smartphone with a generous employee plan

Benefits contribution paid monthly to use towards healthcare etc

Employer matching pension scheme of up to 5%

Life Assurance and Salary Protection Plan from day one

Access to learning and development tools such as LinkedIn Learning

Employee competitions for tickets to the 3Arena and other company sponsored events

Three Ireland is proud to be an equal opportunities employer. We are committed to equal employment and growing a diverse workforce. We embrace those of any race, colour, gender identity, age, ancestry, religion, disability, sex, marital status, national origin, citizenship, or sexual orientation; and we want our teams to reflect this!

Apply on: <https://www.jobs.ie/ApplyForJob.aspx?Id=2068539>

<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22

Branch Manager - Kerry Airport

Europcar is a market leader in Vehicle Rental Solutions we are looking for a Branch Manager for our location in Kerry Airport. This is an exciting opportunity to join a company experiencing growth that offers a great culture and excellent compensation including sales bonuses for achieving targets.

We are looking for someone to develop and manage a business operation that increases counter sales, profitability, market share, customer and employee satisfaction by directing, coordinating and monitoring all sales, operation and personnel development activities at the branch.

The ideal candidate should have a third level qualification and at least two years management experience in Car Rental or five years management experience in a similar Industry. We are looking for an energetic motivational leader who can drive our team to new heights in an Airport that is showing significant potential growth.

Responsibilities:

- Direct all operational aspects of the branch to include operations, customer service, human resources, administration and sales in a manner that supports reaching the profitability goals.
- A key aspect of the role is Business Development of the branch inclusive of Corporate Sales & Replacement Car Rental clients
- Ensure that all areas of work performance or departments are properly staffed and directed with particular emphasis on continuous improvement at Airport Desk and parking area.
- Manage Customer Service at Branch to very specific agreed targets. A flair in a retail sales environment with strong customer focus is a distinct advantage in this role.
- Ensure Fleet availability is monitored and controlled on a daily basis highlighting issues to Fleet Control Manager and/or Operations Director
- Implement damage recovery plan at branch level
- Ensure additional sales are monitored and agreed targets are being adhered too. Liaise with necessary teams to ensure ongoing training and improvements are met.
- Oversee on site valeting and meet agreed auditing standards and monthly reporting to include damage recovery, car cleanliness, Fuel accounting.
- Provide training, coaching, development and motivation to bring out the best in each team member
- Accountable for Branch Performance Management
- Ongoing coaching of Branch Staff
- Manage the branch honestly, follow high ethical standards, and comply with all Health & Safety regulations
- Ensure the safekeeping of company assets, including equipment, inventory and cash are maintained and monitored daily. Particular emphasis on security and control systems.

Skills Required:

- Problem-solving and analytical ability
- Motivated self-starter, comfortable in fast-paced environment
- Demonstrated integrity and ethical standards
- Professional demeanour with "Can Do" attitude
- Customer Focused matched to strong commercial Retail sales skills.
- Effective listening, communication (verbal and written), and negotiating skills
- Strong leadership, motivation and managerial skills
- Manages time effectively and adapts quickly to changing priorities
- Team player who works productively with wide range of people
- Excellent organisational skills
- Knowledge of Microsoft Office

What we Offer:

- Competitive Salary
- Additional Benefits
- Great Culture

Skills: Leadership/Management Skills Problem Solving And Decision-Making Team Player

Apply on: <https://www.jobs.ie/ApplyForJob.aspx?Id=2072063>

Food Service Worker III - Temporary

Manage catering onsite service in accordance with ARAMARK's standardized program to meet or exceed client expectations, while staying within established budget guidelines.

Job Type - Full time, Temporary position - until September 2022

Shifts timings - 07.00 am -15.30 pm - Monday to Friday / Weekend shift is 08.00 am -16.30 pm

Job Responsibility:

1. Assist with account manager with the establish and organize the implementation of the ARAMARK Environmental Services program in accordance with ARAMARK standardised procedures. To carry out the standardised ARAMARK work.
2. Manage the catering service routines during mealtime to ensure the smooth operations. Make improvements in accordance with operation objectives.
3. Manage the crew scheduling, shifting and attendance to ensure full support and good service in mealtime.
4. Make on-going improvement of the working efficiency and service quality.
5. Conduct Safety training to enhance safety awareness and provide a safe workplace
6. Manage inventory, tools and materials and fix assets and Keep tableware and environment safe and clean.
7. Keep good internal communication and collaboration, problem-solving oriented to ensure smooth operations.
8. Establish good communication with clients, meet or exceed clients/customers' requirements.
9. Conduct trains to improve service skills and capabilities; Make good working journals and handover checklist.

Job Qualifications / Skills:

1. Education: College's degree and above.
2. Work Experience: Onsite managerial experience of at least 2 years in catering industry, work experience in large-scale property company, five-star hotel or customer service management is preferred.
3. Vocational Qualifications: Familiar with the working procedure and standard in catering, coffee shop; Familiar with professional service system and operations.
4. Computer & Language: Proficient use of MS Office (Excel, Word, PowerPoint) ; certain ability in English.
5. Competency:
 - Customer service oriented. Good communicate with customers. Strong spirit of teamwork.
 - Ability to work under pressure and deal with complicated problems. Be able to provide quick, effective, and creative solutions to problems.
 - Effective capability of implementation, be flexible.
 - Integrity and high sense of responsibilities, work enthusiasm, professional dedication. Drive for excellence.

About Aramark

Northern Europe - Our Mission

Rooted in service and united by our purpose, we strive to do great things for each other, our partners, our communities, and our planet.

Northern Europe - About Aramark

Aramark is a leading service and solutions provider in Northern Europe. We proudly support clients, partners and customers in food, facilities management, property services, and retail solutions. We believe a career should develop your talents, fuel your passions, and empower your professional growth. So, no matter what you're pursuing — a new challenge, a sense of belonging, or just a great place to work — our focus is helping you reach your full potential. Learn more about working here at

All applications will be treated in the strictest confidence. Aramark Northern Europe is an equal opportunities employer.

Skills: Manage inventory Conduct Safety training Catering service

Apply on: <https://www.jobs.ie/ApplyForJob.aspx?Id=2071232>

School Secretary

Mercy Secondary School Mounthawk, Tralee, Co. Kerry,

as an equal opportunities employer, invites applications for a

SECRETARIAL POSITION to cover LEAVE

- **Circa 20 hours** spread over 5 days – Monday to Friday.

<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22

- Projected start date 29th August.
- Relevant qualifications and experience is desirable. Garda Vetting will be required.
- Rate of pay in line with DES norms.

To Apply:

Please download the application form on the employment opportunities page of the Mercy Secondary School Mounthawk Website and email the completed application form to the email specified on the form, by 2pm on Wednesday 3rd of August. Only applications on the official application form will be accepted.

Skills: People Skills Multitasking Time Management Organised Secretarial Admin Work

Apply on: <https://www.jobs.ie/ApplyForJob.aspx?Id=2073947>

Deli Assistant - Tralee N.C.R

Deli Assistant with Baxter & Greene Market Deli - Tralee N.C.R

Dunnes Stores is Ireland's leading retailer positioned at the cutting edge of food and fashion. We have over 130 stores in Ireland, the UK and Spain and are expanding our service and product offer all the time.

We have recently launched an exciting new concept in a selected number of our stores including Dunnes Stores Cornelscourt, Stephens Green, Bandon Road and Childers Road amongst others. In 2019 alone Baxter & Greene was most recently brought to Dunnes Stores Ilac Centre, Naas, Briarhill and Jetland, Limerick.

Baxter & Greene is a contemporary and stylish Market Deli where carefully selected products are freshly prepared and cooked every day by our team of skilled chefs and delicatessen staff. By using innovative and creative ideas, our team endeavor to produce and present wholesome food of an exceptionally high standard.

We are currently looking to recruit and train a number of Deli Assistants to join the team in our Baxter & Greene concept that will be opening over the coming months in Dunnes Stores, Tralee N.C.R.

The successful candidates will be enthusiastic and self-motivated to provide an excellent level of service with attention to detail and open to experience opportunities in all areas of the store.

Experience in food preparation and Customer Service in a Café / Restaurant / Deli operation is essential while the ability to cook from scratch along with an interest in current food trends is preferable.

The Deli Assistant will have the following responsibilities:

Key Responsibilities (but not exhaustive):

- Provide a fast, friendly and efficient level of customer service.
- Prepare and assist with food preparation when required.
- Set up / replenish counters and merchandising the Deli.
- Ensure the regular and systematic cleaning and maintenance of the equipment in all areas of the Deli both front of house and in the kitchen.
- To monitor and deliver the HACCP programme for the Deli to ensure effective standards in line with hygiene and quality regulations.
- Work as part of the team to provide the highest standard of food preparation quality, presentation and service.
- To adhere to specifications, standards and procedures while at work.

Requirements:

- At least 6 months experience in a similar environment.
- An advanced level of English and a professional and polite manner is essential.
- Excellent communication and interpersonal skills.
- Flexible to work up to 5 days over 7, weekends inclusive.
- Organised, excellent attention to detail with the ability to multi-task.
- Hard-working and flexible, with the ability to work both as part of a team and on own initiative.

This role is transferrable to different departments within the store, based on business requirements.

Interested? Then apply now and see what difference you could make.

Dunnes Stores is an Equal Opportunities Employer.

Apply on: <https://www.jobs.ie/ApplyForJob.aspx?Id=2073832>

Catering Assistant - Tralee N.C.R

Catering Assistant with Dunnes Cafe - Tralee N.C.R

Dunnes Stores is Ireland's leading retailer positioned at the cutting edge of food and fashion retailing. We have over 130 stores in Ireland, the UK and Spain and are expanding our service and product offer all the time.

As well as our ever-evolving product range and outstanding service, Dunnes Stores offers customers in-house Hospitality in selected stores throughout Ireland, Northern Ireland and Spain. Our cafés offer customers all the homely classics as well as quality coffee, tasty treats all in our newly refurbished in-store cafés. We are currently looking to recruit catering assistants to join the team in **Dunnes Stores, Tralee N.C.R.**

The successful candidate will be self-motivated and enthusiastic and have the ability to provide an excellent level of service with attention to detail. Previous experience in a busy catering environment is essential.

Key Responsibilities: (but not exhaustive)

- Provide a fast, friendly and efficient level of customer service.
- Ensure the regular and systematic cleaning and maintenance of the equipment in the restaurant, both front of house and back of house ensuring that hygiene and food safety standards are adhered to.
- Prepare and assist with food preparation, setting up counters and merchandising the restaurant.
- To adhere to specifications, standards and procedures while at work.

Requirements:

- Previous experience in a similar environment, preferably in a retail / customer facing environment.
- Experienced and trained on HACCP and Food Safety.
- An advanced level of English is required, and a professional and polite manner is essential.
- Excellent communication and interpersonal skills with a strong desire to work with food.

Flexible with the ability to work on own initiative as well as working as part of the team.

Interested? Then apply now and see what difference you could make

Dunnes Stores is an Equal Opportunities Employer.

Apply on: <https://www.jobs.ie/ApplyForJob.aspx?Id=2073831>

Sales Assistant - 8 hours per week

Part Time Sales Assistant

Shaws Tralee (8 hours per week)

We have a great opportunity for a Sales Assistant to join our team, running their own clothing concession based within Shaws in Tralee. Previous experience in a retail store would be beneficial but training will be given.

Do you have a passion for retail?

Do you get a buzz from providing a fantastic customer experience?

If yes, then we may have the perfect opportunity for you.

The main duties of this role are:

- Managing your own concession area within store to maximise sales
- Selling a range of excellent products to meet customers' individual needs
- Delivering a fantastic customer service experience to every customer
- Taking pride in making sure the concession always looks amazing
- Processing deliveries, replenishing stock quickly and keeping the area immaculate and well merchandised

In return we'll provide:

- 30 day's annual leave pro rated to contracted hours
- Fantastic staff discounts
- A friendly culture built on teamwork and respect

Apply on:

<https://ie.indeed.com/viewjob?jk=53cbc927c1701d35&tk=1g8dbr6022m1b001&from=serp&vjs=3>

Kitchen Porter / Wash up Department

To maintain a high level of operational hygiene in all kitchen areas in compliance with hotel and hygiene regulations

1. Areas of responsibility:

- Pot wash area and surrounds
- Pot/pan storage areas
- Kitchen/larder areas and surrounds
- Rubbish/skip areas
- Hygiene in kitchen areas and storage areas
- Washing of floors

2. Maintain a high level of personal hygiene throughout the duty shift

3. Carry out cleaning duties as outlined in cleaning schedule and complete daily/weekly cleaning checklists for all cleaning tasks performed.

4. Cleaning of pots, pans, equipment etc as required and ensure they are stored correctly.

5. Emptying of bins when full or as requested.

6. Thorough deep cleaning as per schedule of kitchen/larder areas, equipment and storage areas.

7. Maintain storage area for mops, brushes, detergents in a clean and tidy manner.

Job Type: Full-time

Salary: From €10.50 per hour

Benefits:

- Employee discount
- On-site parking
- Wellness program

Schedule:

- 8-hour shift
- Day shift
- Night shift
- Weekend availability

COVID-19 considerations: All covid19 Protocols are in place to comply with regulations

Ability to commute/relocate: Tralee, Tralee, CO. Kerry V92W279: reliably commute or plan to relocate before starting work (required)

Language: English (preferred)

Application deadline: 30/07/2022

Reference ID: 20072022KP

Apply on: <https://ie.indeed.com/viewjob?cmp=Ballygarry-Estate,-Hotel-%26-Spa&t=Kitchen+Porter&jk=990d796e44696c52&vjs=3>

Kitchen Porter

We are currently recruiting Part-time Kitchen Porters to be part of our busy kitchen team. The candidate must be available to work early mornings, evenings, weekends, and Bank Holidays.

Key duties

- Washing pots and pans
- Basic food preparation
- Cleaning crockery & cutlery and ensuring food preparation sites are clean and ready
- Rubbish Collection
- Ensuring the storeroom and the cold room remains clean and organised
- Make sure work surfaces, floors and walls are always clean and sanitised
- Unloading equipment and food from deliveries
- Deep cleaning of kitchen & floors
- Carrying out cleaning tasks in a timely manner

Requirements:

- Fluent English
- Be willing and comfortable working in a fast-paced environment.
- Previous experience in a kitchen is desirable, but not necessary.
- Knowledge of HACCP is desirable

<https://newkd.ie/employment/tralee-local-employment-service/>

*On the job training will be given in HACCP and all aspects of the job

Job Type: Part-time

Salary: €10.50-€12.50 per hour

Benefits:

- Company events
- Employee discount

Schedule: 8-hour shift

Apply on:

https://ie.indeed.com/viewjob?jk=df6e94b6165e6595&l=Tralee%2C+County+Kerry&tk=1q8dbr6022m1b001&from=web&advn=5463617942445777&adid=394289099&ad=-6NYIbfkN0DD4WzqAXxU-ciGuey6w2tmkch9JKMcD2BTYxalQQ7mvJpEPHYmA5R6gR7G4KDPRm2nscEvkGNILCl1cDR_b41eQuvh_AQNLQZ93WgZO03j3Y7zMHMdxHLuyws0vE0pTnBtKj1MLO-4c0kQPssstZMwGxEmPvWi-F2eSqBHT_Bmqemg94RPYVAn_mNVSy2WL_RdR78uLUpsAXeumiGIAcovcbGeH6ZXV6d4ELI67TSt2baSx42hdsM-m7nuVHrj3n8DbmekJKgoZltobkXBgPwMsBirzYV6k60RqdRGkZvD_yUw013g3kY1UL01iakWR6s4E9ko5JZpeyVLHq2jIPXta9924ZGOd_D6G-ISB8ymbliYFtexkBEx&pub=4a1b367933fd867b19b072952f68dceb&vjs=3

Deli Assistant (Full Time), Flexi, Tralee, Co. Kerry

Due to continued company expansion Corrib Oil are seeking to recruit energetic, enthusiastic individuals with exceptional customer service skills to join our team at our service station in Tralee, Co. Kerry.

Do you:

Believe in delivering excellent customer service?

Want to be successful?

Have the drive and enthusiasm to succeed?

If you are an energetic, motivated individual with a passion for providing first class customer service we want to hear from you! Previous experience is desirable, but training will be provided.

To prepare and serve high quality food offering in an efficient and cost-effective manner

To work the daily operations in the kitchen (Breakfast, Lunch, Dinner and Chilled Products) as directed by the Deli Manager

To practice efficient stock management and portion control

To maintain clean facilities and a clean work environment in accordance with HACCP legislation

To prioritise customer care and service, ensuring promotion of the Corrib Oil Customer Loyalty Programme at every opportunity

To ensure that the deli checks assigned to you are carried out in accordance with your training

Must be able to work flexible hours Monday to Sunday incl. weekends and evenings.

**Benefits for the role include: Competitive Pay Rates, Paid Lunch Break, Sociable Working Hours, Staff Discount, Company Pension Contribution, and other benefits **

Apply on: <https://ie.indeed.com/viewjob?jk=8562fe04d5053b0e&tk=1g8dbr6022m1b001&from=serp&vjs=3>

Receptionist Full Time

We now have an excellent opportunity for a hospitality professional with experience within a similar quality environment to join our team in the River Island Hotel in Castleisland.

Duties

- To carry out all Reception duties on a daily basis.
- To ensure complete guest satisfaction through the prompt handling of guest queries in a friendly and efficient manner.
- To anticipate guests needs and ensure that service is provided to the level they require and beyond their expectations.
- To have a thorough knowledge and understanding of all standards of performance and delivery within all front office departments.
- To answer the switchboard and hotel telephone as per company standard of service.
- To develop a strong working relationship with colleagues in your department and related department

The Ideal Candidate

- Must have previous experience in a similar role
- Must be flexible.
- Must be a team player with the ability to multitask.
- Must be standards driven and detail orientated, with the desire to progress within the luxury market.

<https://newkd.ie/employment/tralee-local-employment-service/>

- Maintain a professional image at all times through appearance.
- Must possess excellent communication and interpersonal skills.
- A knowledge of the Hotsoft operating system would be an advantage.

Apply on:

<https://ie.indeed.com/viewjob?jk=2d81a95da69c2b40&tk=1q8dbr6022m1b001&from=serp&vjs=3>

Electrical Labourer

Sherlock Recruitment are looking for an experienced Electrical Labourer for ongoing work in Tralee, Co Kerry.

Requirements

- Valid Safe Pass and Manual Handling.
- Previous experience assisting electricians.
- Immediate start.

Please contact Robert on [0873314408](tel:0873314408) if you are interested.

Job Type: Full-time

Salary: €18.47 per hour

Additional pay: Overtime pay

Benefits: On-site parking

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday
- Overtime

Licence/Certification:

- Manual Handling Certificate (preferred)
- Safe Pass (preferred)

Work authorisation: Ireland (required)

Apply on: <https://ie.indeed.com/viewjob?cmp=Sherlock-Recruitment&t=Electrical+Labourer&jk=f8c04e8462f61590&vjs=3>

Person in Charge - Camphill Communities of Ireland

Further details on <https://app.occupop.com/shared/job/person-in-charge-dingle-063e0/>

To see further details for positions below please go to
<https://www.activelink.ie/vacancies?region=Kerry&category=All>

Title	Region	Listed ▼	Expiry Date	Category
Listowel Family Resource Centre: Children's Centre Co-ordinator	Co Kerry	19/07/2022	29/08/2022	Children & Youth, Community
Family Carers Ireland: Support Manager, Community - Kerry	Co Kerry / Hybrid	18/07/2022	01/08/2022	Community
Recovery Haven Kerry Cancer Support House: Operational Manager	Tralee, Co Kerry	04/07/2022	22/07/2022	Community, Health
Resilience: Community Support Worker - Kerry	Co Kerry	01/07/2022	22/07/2022	Community, Health

<https://newkd.ie/employment/tralee-local-employment-service/>



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD

Kerry Education & Training Board wishes to recruit committed, enthusiastic and talented educators to its team of teachers and educational leaders. We provide a quality comprehensive education & training service in eight second level schools, two Further Education colleges, Kerry ETB Training Centre, five adult education and training centres and through a wide range of community-based adult and further education and training programmes.

Substitute Teachers Pool – North and South Kerry Panels

Kerry Education & Training Board invites applications for the above panels for our eight Second Level Schools and Further Education Programmes. This panel will be used for the filling of casual part-time teaching posts which may arise at short notice during 2020/2021.

Candidates proposed for appointment with Kerry Education & Training Board must be registered in accordance with Section 31 of the Teaching Council Act, 2001.

Applicants are requested to submit confirmation of Teaching Council registration status and subjects qualified to teach with their application form. Garda Vetting of substitute teachers will take place prior to inclusion on the sub pool.

For further details please contact the HR Department, Kerry Education & Training Board, Centrepont, John Joe Sheehy Road, Tralee, Co. Kerry. Tel. 066-7121488, Fax 066-7117572,

Email jobs@kerryetb.ie.

Kerry Education & Training Board services Gaeltacht areas.

Cuirfear fáilte roimh chomhfhreagras i nGaeilge.

Garda Vetting of successful candidates will take place prior to offer of employment.

Canvassing will automatically disqualify.

Short-listing will take place on the basis of the information provided in the application form. Depending on the qualifications and experience of applicants, short-listing thresholds may be significantly higher than the minimum standards set out.

Kerry Education & Training Board is an equal opportunities employer.

“Creating a Learning Society in Kerry”



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD

Cover Instructor Pool

Centre of first assignment: Kerry College, Monavalley Campus

Kerry Education and Training Board invite suitably qualified applicants for inclusion in a pool of temporary cover instructors to provide short-term cover on Phase 2 apprenticeships and on full time programmes listed below.

Apprenticeship Programmes

Electrical, Plumbing, Carpentry & Joinery, Fitting, Metal Fabrication, Stonecutting, Motor Mechanic, Drawing for Engineering, Maths for Engineering, Commis Chef

Full Time Programmes

Accounting Technician, IT Support, First Aid, Supervisory Management, Customer Care, Communications, Hairdressing, Project Management, Manual and Computerised Payroll, Manual and Computerised bookkeeping, Social Studies, Software Development, Train the Trainer, Sport and Leisure/Personal Training, Nutrition, Beauty Therapy, Tableau Software/office 365, ICT, Turning/Milling, Door Security/ Guarding skills, Healthcare, Digital Media, Cybersecurity

Qualifications relevant to both Programmes are outlined in the Person Specification.
Garda Vetting of successful applicants will take place prior to inclusion on the pool.

Colm McEvoy
Chief Executive Officer

Please complete application form which can be downloaded from our website www.kerryetb.ie/opportunities and return by email only to jobs@kerryetb.ie. No C.V.'s, only official application form will be accepted.

Kerry Education & Training Board services Gaeltacht areas.

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**BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD**

Supervisor Pool for Kerry ETB Schools

Applications are invited for the above pool, under the aegis of Kerry Education & Training Board for posts which may arise in the school year 2021/2022 (all appointments are to Kerry ETB).

The role will include but is not limited to the supervision of post primary students before and after school and during breaks. The Successful candidates must be available for work at short notice

Essential Criteria

- Satisfactory Garda Vetting
- Successful completion of TUSLA Children First E-Learning Programme

Desirable Criteria;

- Experience of working with young people in a community context e.g. sports coaching, youth club work etc.

Application forms for this pool can be downloaded from www.kerryetb.ie/opportunities or contact the H.R. Department, Kerry ETB, Centrepont, John Joe Sheehy Road, Tralee, Co. Kerry. Tel. 066-7121488.

Please complete an application form and return by email only to jobs@kerryetb.ie. No C.V.'s, only official application form will be accepted.

Kerry Education & Training Board services Gaeltacht areas.

Cuirfear fáilte roimh chomhfhreagras í nGaeilge.

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higher than the minimum standards set out.**

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"Creating a Learning Society in Kerry"



**BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD**

Kerry Education and Training Board (Kerry ETB) is a statutory education and training authority for County Kerry, established in accordance with the provisions of the Education and Training Boards Act 2013.

Kerry ETB is a provider of Primary, Post Primary and Further Education and Training services in Co. Kerry. The ETB has c. 1300, employees, an annual budget of c. €82 million, c.37 Centres of Education and Training with the organisations Head Office located in Tralee, Co. Kerry.

Applications are invited for the following post which may arise:

**Adult Literacy Organiser (Initial Responsibility for Coordinating Regional Literacy)
– (5-year fixed-purpose contract)**

The national network of the Education and Training Boards (ETB) are recruiting an Adult Literacy Organiser to support the implementation of the Adult Literacy for Life strategy. The Strategy aims to ensure that every adult has the necessary literacy, numeracy and digital literacy to fully engage in society and realise their potential.

The Adult Literacy Organiser will be located across the national network of the ETBs, with one Adult Literacy Organiser located in each of the 16 ETBs.

Reporting to an ETB Adult Education Officer, the Adult Literacy Organiser will play a pivotal role in the strategic development of the Adult Literacy for Life Strategy. The successful candidate will have specific responsibility for providing overall proactive leadership and direction for the Adult Literacy for Life Strategy, coordinating awareness campaigns, supporting the delivery of the ALL strategy and facilitating cross-organization and cross-service coordination with Government departments and other relevant stakeholders.

Successful applicants will hold a relevant qualification and have post-qualification experience to include designing and managing advances relating to unmet literacy needs, numeracy and digital skills.

Applying for the Post

- Applicants should download the application form below – please click on link below
- Read application guide before completing application form (details on the front page of the application form).
- Please complete **all sections** of the form.
- If you are applying for more than one position, please complete a separate application form for **each** position.
- Once the form is completed, the applicant must email the application form directly to the appropriate ETB. Please see [here](#) for relevant e-mail addresses.

<https://www.etbi.ie/regional-literacy-coordinator/>

Please note:

- Application forms received after the closing date and time will not be accepted.
- Application forms that are incomplete or not completed correctly will not be accepted.
- Please ensure that the declaration is signed by you prior to submission of the application.

Please complete an application form and **return by email only** to jobs@kerryetb.ie <mailto:jobs@kerryetb.ie>.
No C.V.'s, only official application form will be accepted. Applications must be received not later than 5 p.m.
Friday 29th July 2022.

Colm Mc Evoy
Chief Executive

Kerry Education & Training Board services Gaeltacht areas.

Cuirfear fáilte roimh chomhfhreagras í nGaeilge.

Garda Vetting of successful candidates will take place prior to offer of employment.

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Community Development Worker to support Ukrainian Refugees

NEWKD is a local development operating across the North, East and West Kerry including Tralee, Castleisland, Listowel and Dingle. We deliver a range of programmes that aim to improve the quality of life for all the people within our community.

The company is recruiting a Development Worker Position under The Social Inclusion and Community Activation Programme (SICAP). SICAP provides funding to tackle poverty and social exclusion at a local level through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies.

This is a full-time role, 34 hours per week.

SICAP is part of the community response supporting Ukrainian refugees and we wish to recruit a suitable person to further support this work

The focus of this position will be to support Ukrainian Refugees in the NEWKD area.

Key elements of the work will include, working directly with Ukrainians to assess their needs, supporting them to integrate and settle into the community, providing relevant information as required on rights, entitlements and responsibilities.

Key requirements

- Third Level Qualification
- Experience of working in the community/social or relevant sector
- Fluent Ukrainian and English
- Strong Interpersonal Skills
- Driving Licence

For full particulars of the post and the application process, please see the job specification available at

[Job Vacancy for Development Worker to support Ukrainian Refugees – North East West Kerry Development Programme \(newkd.ie\).](https://newkd.ie/employment/tralee-local-employment-service/)

To apply please send a cover letter and cv to: jobapplication@newkd.ie.

Closing date for receipt of applications Wednesday 27th July 2022 at 12noon.

The position is for a 12 month contract, with the possibility of further extension.



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We're Hiring!

General Practice NURSE

Cooper MediCare
are pleased to announce
that we are hiring for the
position of
**GENERAL PRACTICE
NURSE**

To apply for this position please email your CV to
coopermedicare.hr@gmail.com by **July 30**
Dr. Michelle Cooper, 17 Ashe Street, Tralee

FULL-TIME AND PART-TIME APPLICANTS WELCOME



Little Voyagers Childcare

are recruiting
**Full Time & Part Time
Childcare Practitioners**

One year Contract with a view to further employment.

Essential Qualification required;

- A professional qualification in CHILDCARE is essential
- minimum level 5 or an equivalent recognised qualification.
- Current 1st aid certification

Please send your CV to
littlevoyagers@ardfertcommunitycentre.ie
or to Little Voyagers Childcare,
Ardfert Community Centre
Ardfert, Co. Kerry. V92 HOFÉ

ARDFERT COMMUNITY COUNCIL CLG is an equal opportunities
employer and is managed by a voluntary management committee.

Kerry Education and Training Board (Kerry ETB) is a statutory education and training authority for County Kerry, established in accordance with the provisions of the Education and Training Boards Act 2013.

Kerry ETB is a provider of Primary, Post Primary and Further Education and Training services in Co. Kerry. The ETB has c. 1200 employees, an annual budget of c. €82 million, c.37 Centres of Education and Training with the organisations Head Office located in Tralee, Co. Kerry.



BORD OIDEACHAIS
AGUS OILÍONA CHAIRNÁI
KERRY EDUCATION
AND TRAINING BOARD

Kerry Education
and Training Board,
Centrepont,
John Joe Sheehy Rd.,
Tralee, Co. Kerry.
T: 066-7121488
F: 066-7121531

JOB OPPORTUNITIES

Applications are invited for the following post(s) under the aegis of Kerry Education & Training Board which may arise. All appointments are to Kerry ETB – centre of first assignment is indicated here for the assistance of applicants.

- **Fixed Term Resource Person post - Learning Support**
Full time 35 hours per week
Centre of first assignment: Tralee Youthreach, Liber House, Monavalley, Tralee
- **Specific Purpose Resource Person post – Leaving Cert Applied Maternity Leave cover**
Full time 35 hours per week
Centre of first assignment: Tralee LCA Youthreach, Aras an Phobail, Criolar na Mishleach, Tralee
- **Fixed Term Resource Person post – Learning Support**
Full time 35 hours per week
Centre of first assignment: Killarney Youthreach, 50 High St., Killarney
- **Youthreach Resource Person post**
Part time 17.5 hours per week (7 hours Specific Purpose arrangement cover and 10.5 Specific Purpose to cover leave up to 28/03/2023)
Centre of first assignment: Killarney Youthreach, 50 High St., Killarney
- **Resource Person Pool**
Kerry ETB Youthreach Programmes Tralee, Killarney, Listowel and Tralee LCA.

Application form and further details i.e. Job Description and Person Specification are available from our website www.kerryetb.ie/opportunities.html

Please complete an application form and return **by email only** to jobs@kerryetb.ie. No C.V's, only official application form will be accepted. Applications must be received not later than **Friday 29th July 2022**.

Colm Mc Evoy
Chief Executive Officer

Kerry Education & Training Board services Gaeltacht areas.
Cuirfear fáilte roimh chomhfhreagras i nGaeltacht.

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Canvassing will automatically disqualify.

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Kerry Education & Training Board is an equal opportunities employer.
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 **Crossmount**
CONSTRUCTION LTD.

New Homes Extensions Renovations Roofing

is looking for

**CARPENTERS and
ROOFING CARPENTERS**

Please email your CV to cckerryltd@gmail.com
or call Denis on 086 871 1564

<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22

Kerry Education and Training Board (Kerry ETB) is a statutory education and training authority for County Kerry, established in accordance with the provisions of the Education and Training Boards Act 2013. Kerry ETB is a provider of Primary, Post Primary and Further Education and Training services in Co. Kerry. The ETB has c. 1200, employees, an annual budget of c. €82 million, c.37 Centres of Education and Training with the organisations Head Office located in Tralee, Co. Kerry.



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KERRY EDUCATION
AND TRAINING BOARD

Kerry Education
and Training Board,
Centropoint,
John Joe Sheehy Rd.,
Tralee, Co. Kerry.
T: 066-7121488
F: 066-7121531

TEACHING POST

Applications are invited for the following Fixed Term Purpose teaching post (s), under the aegis of Kerry Education & Training Board which may arise in the school year 2022/2023 (all appointments are to Kerry ETB – centre of first assignment is indicated here for the assistance of applicants). All vacancies are subject to the Directors of Redeployment agreeing to the posts being filled, following completion of the 2022 Scheme. A panel may be formed from these competitions from which appointments may be made in 2022/2023.

Castlesland Community College
CIS 22.23.42 Guidance Counsellor

Hours
16

A Teacher Education qualification is a requirement.

Candidates proposed for appointment with Kerry Education & Training Board must be registered in accordance with Section 31 of the Teaching Council Act, 2001.

Applicants are requested to submit Confirmation of Teaching Council Registration outlining subjects qualified to teach and proof of current registration with their application form.

Please complete application form which can be downloaded from our website www.kerryetb.ie/opportunities and return by **email only** to jobs@kerryetb.ie. No CVs, only official application form will be accepted.

Applications by **email only** must be received not later than **1pm Tuesday 26th July 2022**.

Please complete application form, including reference form, for the post(s) you are applying for.

Colm Mc Enay
Chief Executive Officer

Kerry Education & Training Board services Gaeltacht areas.
Cuirfear fáilte roimh chomhlathas i nGaeltacht.

Garda Vetting of successful candidates will take place prior to offer of employment.

Canvassing will automatically disqualify.

Short-listing will take place on the basis of the information provided in the application form. Depending on the qualifications and experience of applicants, short-listing thresholds may be higher than the minimum standards set out.

Kerry Education & Training Board is an equal opportunities employer.

"Creating a Learning Society in Kerry"



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Aontas Eorpach
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European Union



Buairín na Síochána
Garda Síochána aitheolaí



SOLAS
learning works



We are currently recruiting for a
MANAGEMENT ACCOUNTS ASSISTANT
in a high volume, low cost manufacturing environment.

DUTIES WILL INCLUDE:

- Preparation and processing of weekly payroll and maintenance of records
- Preparation of sales invoices and ensuring on-time collections
- Responsible for creditors ledger and on-time payments
- Logging, monitoring and reporting production output and stock management
- Assisting in the preparation of monthly management accounts
- Balance sheet reconciliations and maintenance of fixed asset register
- Ensuring timely completion and filing of all returns required by Revenue, CSO, etc.
- Responsible for orderly organising and filing of all

documentation pertaining to the department and any GDPR requirements.

- Monitoring and reporting KPI's to management and other departments and preparation of ad hoc reports
- General office duties

KEY REQUIREMENTS

- Minimum Qualification: Degree in Accounting
- Good communicator
- Strong analytical and commercial skills
- Strong IT skills and proficient in Excel
- Proactive attitude to implementing solutions and problem solving
- Ability to work in fast paced environment

To apply, please send CV and cover letter to listal@listal.ie

<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22

Kerry Education and Training Board (Kerry ETB) is a statutory education and training authority for County Kerry, established in accordance with the provisions of the Education and Training Boards Act 2013. Kerry ETB is a provider of Primary, Post Primary and Further Education and Training services in Co. Kerry. The ETB has c. 1200 employees, an annual budget of c. €82 million, c.37 Centres of Education and Training with the organisations Head Office located in Tralee, Co. Kerry.



BORD OIDEACHAIS
AGUS OILÍONA CHAIRNÁI
KERRY EDUCATION
AND TRAINING BOARD

Kerry Education
and Training Board,
Centropoint,
John Joe Sheehy Rd.,
Tralee, Co. Kerry.
T: 066-7121488
F: 066-7121531

TEACHING POST

Applications are invited for the following Fixed Term Purpose teaching post (s), under the aegis of Kerry Education & Training Board which may arise in the school year 2022/2023 (all appointments are to Kerry ETB – centre of first assignment is indicated here for the assistance of applicants). All vacancies are subject to the Directors of Redeployment agreeing to the posts being filled, following completion of the 2022 Scheme. A panel may be formed from these competitions from which appointments may be made in 2022/2023.

St. Francis Special School, Beaufort
STF 22.23.41 Physical Education

Hours
8.33

A Teacher Education qualification is a requirement.

Candidates proposed for appointment with Kerry Education & Training Board must be registered in accordance with Section 31 of the Teaching Council Act, 2001.

Applicants are requested to submit Confirmation of Teaching Council Registration outlining subjects qualified to teach and proof of current registration with their application form.

Please complete application form which can be downloaded from our website www.kerryetb.ie/opportunities and return by **email only** to jobs@kerryetb.ie. No C.V.'s, only official application form will be accepted.

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Please complete application form, including reference form, for the post(s) you are applying for.

Colm Mc Evoy
Chief Executive Officer

Kerry Education & Training Board services Gaeltacht areas.

Cuir fear fáilte roimh chomhlíneagrais i nGaeltacht.

Garda Vetting of successful candidates will take place prior to offer of employment.

Conviction will automatically disqualify.

Short-listing will take place on the basis of the information provided in the application form. Depending on the qualifications and experience of applicants, short-listing thresholds may be higher than the minimum standards set out.

Kerry Education & Training Board is an equal opportunities employer.

"Creating a Learning Society in Kerry"



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It takes no time to
become a member of the
Garda Síochána



SOLAS
learning works

RECEPTIONIST MEDICAL SECRETARY

REQUIRED FOR NORTH KERRY AREA
Part-time position

PLEASE APPLY TO BOX NUMBER 2851
KERRY'S EYE NEWSPAPER,
ASHE ST, TRALEE.

<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22

Community Employment Schemes



KDYS CE

The post is a developmental opportunity, and no experience is necessary. Accredited training will be provided to support your career. However, previous experience in similar roles is welcomed.

CARETAKER x 2

Locations: KDYS Youth Centre, TRALEE.
KDYS Youth Centre, KILLARNEY.

Ref: CES-2216803
Ref: CES-2216811

To work as part of the facilities team at KDYS Youth Centres providing a professional, friendly & efficient service to all service users at the Centre.

Duties to include:

- Cleaning, painting and light maintenance duties at the Centre.
- Monitoring security of building – entry and exit of premises.
- Room set up for activities.
- Answering telephone while on duty and taking messages.
- Assisting in compliance with Health & Safety regulations and to be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to management or Health & Safety representative.
- Flexibility is required as the role involves evening and weekend work

ADMINISTRATION ASSISTANT

Location: KDYS Youth Centre, KILLARNEY.

Ref: CES-2216817

To work as part of the facilities team at KDYS Youth Centre Tralee providing a professional, friendly & efficient service to all service users at the Centre.

Duties to include:

- Reception duties.
- Dealing with Room Bookings and monitoring room usage.
- Ensure adequate stocks of office supplies are available at all times.
- To assist in compliance with Health & Safety regulations and to be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to your line manager or Health & Safety representative.
- Sorting and distributing all incoming and outgoing mail and messages.
- General administration duties including processing invoices for payment, word processing, photocopying, shredding and filing.
- Knowledge of Microsoft Office and Social Media platforms desirable.

YOUTH WORK ASSISTANT

Location: KDYS Youth Centre, Tralee.

Ref: CES- 2216819

Duties to include:

To assist the full-time youth workers in the planning, implementation and evaluation of all programmes in response to the needs of young people in the areas including: -

- Work to provide quality youth work through the Youth Café facility at the KDYS Youth Centre.
- Develop relationships and programmes of work with young with whom regular contact is kept.
- Participate in any youth work activity including events, community youth work groups and weekly long activity camps.
- Administration duties - word processing, filing, answering calls.
- Assisting in the compliance of Health & Safety regulations.
- The role will involve evening and weekend work.

ADMINISTRATION ASSISTANT

Location: KERRY SCHOOL OF MUSIC - TRALEE.

REF: CES-2217440

<https://newkd.ie/employment/tralee-local-employment-service/>

To work as part of the team at Kerry School of Music providing a professional, friendly & efficient service.

Duties to include:

- Reception duties and general administration duties including word processing,
- photocopying, shredding and filing.
- Dealing with enquiries to the school regarding classes.
- To assist in compliance with Health & Safety regulations and to be vigilant to any Health and Safety risks in the workplace and bring any concerns to your line manager.
- General light cleaning.
- Sorting and distributing all incoming and outgoing mail and messages.
- Knowledge of Microsoft Office and Social Media platforms desirable.

Hours: 19.5 per week – Monday – Friday.

Start date: TBC. Subject to Garda Vetting.

To apply please forward CV and note of your PPS number to Ann Brosnan email:

annbrosnan@kdys.ie or telephone 068 23744.

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. Eligibility will have to be verified by the Department of Employment Affairs and Social Protection.

Saothair na nAbhann Community Employment Scheme (Ballybunion/Ballyduff) have the following vacancies:

Tourist Office Attendant, #CES-2208334

Location: Tourist Office, Main Street, Ballybunion

Tourist Office Attendant, #CES-2208280

Location: Tourist Office, Main Street, Ballybunion

Cleaner, Health & Leisure Centre, #CES-2215789

Location: Ballybunion Health & Leisure Centre, Kit Ahern Road, Ballybunion

Receptionist, Health & Leisure Centre #CES-2215790

Location: Ballybunion Health & Leisure Centre, Kit Ahern Road, Ballybunion

Caretaker, #CES-2223658

Location: Ballybunion Community Centre, Lartigue Road, Ballybunion

Office Administrator x 2 positions, Community Centre #CES-2215792

Location: Ballybunion Community Centre, Lartigue Road, Ballybunion

Positions involve 19.5 hours per week, including training. These are development opportunities and experience are not necessary as training will be given.

Further details are available by emailing Rosaleen at saothairnanabhann@gmail.com by phone on 068 27799 or by calling in to the office in Ballybunion Community Centre. Alternatively, applicants can apply through their local DSP office, quoting the job reference number.

Ballybunion Community Centre

Lartigue Road, Ballybunion, Co Kerry, V31 TV25

Community Employment Programme, 19.5 hours per week

Eligibility to participate in community employment will be verified by the Department. This is a developmental opportunity. Accredited training will be provided to support your career.

Office Administrator

The role of the **Office Administrator** is to support, enhance and deliver the day-to-day operations and services of the Community Centre.

We are seeking an applicant with good computer and literacy skills. The role will include the following:

To assist the Community Centre Committee in delivering a high-quality service of sports, club and community facilities based on the identified needs of the local community.

To assist with the effective, efficient management and day-to-day operation of the Community Centre.

Duties and Responsibilities

<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22

- General administration and support with the administration of activities/programmes/events/classes/courses and facilities in the Community Centre.
- Act as the first point of contact for service users, staff, volunteers and external visitors.
- Ensure that all telephone, email and personal enquiries are attended to in a timely and sensitive manner.
- Ensure shared common areas are well organised, clean, tidy and fully equipped.
- Ensure efficient and effective systems of the day-to-day operation of the Community Centre office, including liaising with external suppliers, Board of Management, committee members, caretaking staff, clients and patrons using the centre.
- Provide relevant information to individuals, clubs and groups while ensuring that good standards are maintained in all communications with the public.
- Develop and maintain Community Centre filing and data management systems to high standards and in line with Data Protection requirements.
- Support the Community Centre Board and Committees with administration and compliance with the Governance Code for charities and other statutory obligations.
- Implement, support, maintain and administer Community Centre platforms and systems including online booking, accounting, online banking, fixed assets register etc.
- Promote the Community Centre and its activities using social media and other channels.
- Be flexible in approach to work and undertake any other duties that may be required within the remit of the Community Centre.

Further details are available by emailing Rosaleen at saothairnanabhann@gmail.com by phone on 068 27799 or by calling in to the office in Ballybunion Community Centre. Alternatively, applicants can apply through their local DSP office, quoting the job reference number



COMMUNITY EMPLOYMENT POSITIONS

**These are developmental opportunities, no experience necessary.
Accredited training will be provided to support your career.**

CES 2228468 Office Support Worker - Kerry Volunteer Centre - NEWKD

Duties:

- To respond to requests for advice, support and information
- To proactively engage with and register Volunteers
- To enable community and voluntary groups to access the Garda Vetting Service.
- To deliver presentations in relation to Kerry Volunteer Centre and represent the centre at events
- To work closely with the KVC team to enhance the services of the centre and meet the targets set out in work plans

CES 231003 Warehouse Worker- Vincent Distribution Centre – NEWKD

Duties:

- Moving boxes & bulky items
- Sorting Donations
- Keeping general area clean and tidy and safety hazard free
- Other duties as required

<https://newkd.ie/employment/tralee-local-employment-service/>

CES 2231007 Maintenance Person John Mitchel's GAA

Duties:

- field work
- cleaning dressing rooms
- spraying
- general maintenance duties as required
- Some evening work involved

CES 2231012 Caretaker/ Cleaner Rahoonane Community Centre

Duties:

- Painting, general external/internal repairs, garden and shrub maintenance, rubbish collection inside and outside the building, cleaning floors and windows inside and outside when required
- Open up and lock up for the groups using the centre during the week
- Alarm security and key holding
- Possible call out person in an emergency if the alarm is activated
- Cleaning of all offices and rooms when required
- Washing and vacuuming of floors when required
- Setting up rooms for meetings/groups
- Post sorting
- Monitoring of individuals using the centre and the CCTV cameras
- Some manual handling e.g., Maintaining water supply to the offices
- Being able to answer any queries a member of a group/community would have
- Taking questions, comments and concerns to the staff

CES 2231004 Caretaker position Arlington Lodge (Nova's Initiatives) – NEWKD

Duties:

- Cleaning
- Tidying
- Washing Floors
- General maintenance of premises as required
- Painting

Please send CVs to Pam Dillane, CE Supervisor, NEWKD,

Aras an Phobail, Deans Lane, Tralee, Co. Kerry. Email: pameladillane@newkd.ie Please check your eligibility for Community Employment with the DEASP before applying for a position.

Closing date for applications 1/08/2022

Grounds Maintenance

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

Duties Include: Strimming and Lining Pitches, Repairing Divots plus general cleaning and maintenance duties.

Apply on: <https://jobsireland.ie/en-US/job-Details?id=2094687>

<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22

Tidy Town Maintenance worker in Castleisland Ref: - 2231237

Duties:

- Grass cutting,
- watering flowers,
- weeding
- litter picking

Maintenance worker with Castleisland Desmonds Ref: - 2231238

Duties:

- Cleaning dressing rooms
- Grass cutting
- Marking field for games
- General cleaning and painting of Club House

Maintenance worker with Cordal GAA Ref: - 2231239

Duties:

- Cleaning dressing rooms
- Marking Field for games
- General cleaning and painting of Club house

Activation Assistant Glebe Lodge Kerry Parents & Friends Castleisland Ref: - 2231240

Duties:

- Assisting in working with adults with intellectual disabilities
- Arts & crafts
- Music
- Bingo
- Garda vetting required for this position

Cleaning Position with Glebe Lodge Kerry Parents & friends Ref: - 2231241

- General cleaning duties in the Centre
- Garda vetting required for this position

All the above positions are for 19.5 hours per week. They are a developmental opportunity; no experience is necessary. Accredited training will be provided to support your career.

Contact: Margaret O Connor, Phone: 087 4368199 or 066 7142064

Email: *crageenemployment@gmail.com*

Address: *Crageen Employment Ltd, Crageens, Castleisland, Co. Kerry*

Location	Jobs No	Position	Closing Date	Vacancies
Cordal	2212467	Cleaner	03/08/2022	1
Rath Oraigh, Tralee	2211714	Cleaner/Maintenance	03/08/2022	1
St Brigid's, Tralee	2215937	Caretaker (Evenings)	03/08/2022	1
St Brigid's, Tralee	2231445	Caretaker (Mornings)	03/08/2022	1
Listowel FRC	2215939	Kitchen Porter	03/08/2022	1
Waterville	2215940	Cleaner	03/08/2022	1
Ardfert	2212530	Childcare Assistant	03/08/2022	1
Ballybunion	2220742	Childcare Assistant	03/08/2022	1
Ballyheigue FRC	2215942	Childcare Assistant	03/08/2022	1
Camp	2215943	Childcare Assistant	03/08/2022	1
Dromid	2215924	Childcare Assistant	03/08/2022	1
Kilgarvan	2215926	Childcare Assistant	03/08/2022	1
Killorglin, Scamps and Scholars	2223548	Childcare Assistant	03/08/2022	2
Listowel	2231478	Childcare Assistant	03/08/2022	1
Listry	2215928	Childcare Assistant	03/08/2022	1
Milltown	2215929	Childcare Assistant	03/08/2022	2
Scartaglen	2215930	Childcare Assistant	03/08/2022	1
St Brigid's, Tralee	2212473	Childcare Assistant	03/08/2022	1
Valentia	2215931	Childcare Assistant	03/08/2022	1

Joan Pembroke 085 8659517
Katie Clarke 085 8856919

CE Supervisors for Childcare Scheme, Co Kerry
St Brigid's Community Centre
Hawley Park Tralee



AS AN EMPLOYEE ON OUR CE SCHEME YOU CAN EXPECT:

- ✓ DSP Rates for 19.5 hrs per week
- ✓ Full on the Job Training Provided
- ✓ Opportunity for free QQI (FETAC) Certified Training
- ✓ Full support for Training and Development
- ✓ Paid Work Experience
- ✓ Training and Coaching for Interview skills/Creating C.V.
- ✓ Preparation for Future Employment
- ✓ Employee Assistance Programme

IWA is an equal opportunity employer

IWA is a quality accredited not for profit organisation delivering a range of services to people with disabilities and older people in every town and village in Ireland. Our goal is to have the right people in the right place at the right time and we understand that our people are our greatest asset.

IN RETURN THE IWA EXPECTS FROM YOU:

- ✓ Your commitment to training
- ✓ Willingness to learn
- ✓ Flexibility
- ✓ Caring 'can-do' attitude
- ✓ Team worker

CONTACT:

Gretta Murphy

CE Supervisor

Irish Wheelchair Association

Gretta.donohermurphy@iwa.ie

087 6684665

Job Title	Location	No. Of Positions	Closing Date	Job Ref. No.
Grounds Maintenance/Horticulture	Killarney Looking Good	2	23/8/2022	CES-2228689
Grounds Maintenance/Caretaker	Spa GAA Club, Killarney	1	26/7/2022	CES -2219485
Sport Club Admin Assistant	Killarney Celtic	1	28/7/2022	CES-2230699
Sport Club Admin Assistant	Spa GAA, Killarney	1	26/7/2022	CES-2233890
Contact Siobhán for more information 087 3849451				

Ballymacelligott CE CLG					
					Dated 4/07/2022
Job Title	Location	No. of Postions	Garda Vetting	Closing Date	Job Ref. No
Maintenance	Ballymacelligott	2	No	05/07/2022	#CES-2227473
Cleaner	Ballymacelligott	1	No	05/07/2022	#CES-2227468
Tour Guide	Blennerville Windmill	1	Yes	05/07/2022	#CES-2227467
Office Administrator	Firies, Marian Hall	1	No	05/07/2022	#CES-2227465
Maintenance	Ballymacelligott GAA Grounds	1	No	17/07/2022	#CES-2231651
Charity Shop Assistant	Tralee Down Syndrome	1	Yes	17/07/2022	#CES-2231510
Maintenance	Currow	1	No	18/07/2022	#CES-2232865
Social Media Co-ordinator	Ballymacelligott	1	Yes	26/07/2022	#CES-2230388
Caretaker	Brosna	1	Yes	04/08/2022	#CES-2231652

Sean Meitheal Ltd CE Project

Lartigue Monorail, John B Keane Rd. Listowel, Co. Kerry.

Telephone: 087-2130205 E-Mail info@seanmeitheal.ie

THESE ARE COMMUNITY EMPLOYMENT POSITIONS & SUBJECT TO DEASP GUIDELINES AND APPROVAL, HOURS: 19.5 PER WEEK for each position.

Application by CV only to the email info@seanmeitheal.ie

No. 1 General Operative

Currently required for North Kerry and surrounding areas

Duties: Assisting in the upkeep and general maintenance including grass cutting, painting, refuse control etc.

No. 2 Boxing Coach

This position involves the coaching of youths and adults in a boxing club // gym type environment, Gardaí Vetting is essential.

No. 3 Healthcare Assistant

This position involves providing assistance, support and direct personal care to residents and service users in an aged care facility. You would generally work in support of health care professionals or associate professionals.

Application by CV only to the email info@seanmeitheal.ie

Please note:

FOR ELIGIBILITY: YOU NEED TO BE IN RECEIPT OF A SOCIAL WELFARE PAYMENT FOR A MINIMUM OF ONE YEAR

THE POSITIONS ARE COMMUNITY EMPLOYMENT APPOINTMENTS & SUBJECT TO DEASP GUIDELINES

HOURS: 19.5 PER WEEK



05/07/2022

Listowel Area CE Project CLG
Family Resource Centre,
John B Keane Rd., Listowel, Co. Kerry.
Telephone:068-23810/087-9346242
E-Mail: info@listowelareace.ie

Community Employment VACANCIES in Listowel

1. Caretaker & General Maintenance - 4 Positions

Location 1: St John's Theatre & Art Centre Listowel

Location 2: Kerry Parents & Friends Association Listowel

Location 3: Finuge Development

Location 4: Family Resource Centre, Listowel

Duties include care & maintenance of theatre/facilities, maintenance of buildings and grounds, setting up rooms and areas as required, litter control, gardening, grass cutting, strimming, maintenance, painting, all working towards enhancing the appearance of the surrounding areas. Adherence and assistance with daily Health & Safety requirements and maintenance of same in working environment is vital.

Funding available for training opportunities in many areas.

Start date: Immediately, subject to Garda clearance.

2. Care Assistant – 4 positions

Location: Kerry Parents & Friends Association, Listowel

Duties: To assist the instructors and nursing staff in caring for the service users. Working as part of a team with social care, hygiene & personal care, experience given in various units within the Day Care centre.

D1 license would be an advantage but not essential as it may be funded to obtain same while on the scheme.

Start date: Immediately, subject to Garda clearance

Training including Healthcare Support QQI Level 5 training & qualification offered to successful candidate.

3. Environmental Worker – 3 Position

Location – Listowel Tidy Towns & Garden of Europe

Duties to include litter control, grass cutting, strimming, maintenance, painting, general maintenance; all working towards enhancing the appearance of the surrounding areas. Start Date: Immediate

4. Centre Cleaner – 1 Position

Location – Family Resource Centre

Duties to include general cleaning duties in the rooms, bathrooms and corridors of the Resource Centre. Adherence to maintenance of standards and health and safety is crucial.

Funding available for training opportunities in many areas.
Start Date: Immediate

5. Wages/Administration Assistant -1 Position

Location: Project Office, Family Resource Centre, Listowel

Duties include wages, secretarial, administration, telephone and IT skills.
Funding available for training opportunities in many areas.
Start Date: Immediate

Please note:

FOR ELIGIBILITY: YOU NEED TO BE IN RECEIPT OF A SOCIAL WELFARE PAYMENT FOR A MINIMUM OF ONE YEAR

THE POSITIONS are COMMUNITY EMPLOYMENT & SUBJECT TO DEASP GUIDELINES

HOURS: 19.5 PER WEEK for each position

PAY RATE: SUBJECT TO PAYMENT EACH INDIVIDUAL IS RECEIVING AT PRESENT & SET BY DEASP

Required*** CV & PPS No. to: info@listowelareace.ie**

Training will be provided for all positions and funded by DEASP, Sponsors and support given in the roles.

Thank you

Aine Elbell & Noelle O Connell

Project Supervisors, Listowel Area CE Project CLG

0879346242///0874160456



FRIENDS OF ABLE
A better life for everyone!

Lime Tree House I Kileen I Oakpark I Tralee I Co. Kerry
(066) 712 0455 I (086) 124 7644
www.friendsofable.ie I friendsofable@eircom.net

UPCOMING: COMMUNITY EMPLOYMENT VACANCIES IN TRALEE

I would appreciate if you could advertise the following vacancies for 6 weeks on our behalf.

Please Note:

FOR ELIGIBILITY: YOU NEED TO BE IN RECEIPT OF A SOCIAL WELFARE PAYMENT FOR A MINIMUM OF ONE YEAR

The positions are Community Employment & Subject to DEASP Guidelines.

Hours: 19½ per Week.

PAY RATE: SUBJECT TO PAYMENT EACH INDIVIDUAL IS RECEIVING AT PRESENT & SET BY DEASP

Required – CV & PPS No to anne@friendsofableproject.ie

Job Title	Location	No of Positions	Garda Vetting	Closing Date	Job Ref No.
HouseKeeper Adapt Women's Refuge	Tralee	2	Yes	02/08/2022	#CES2225306
Pitch Maintenance/Caretaker	Tralee	1	No	02/08/2022	#CES2225307
Maintenance/Caretaker – Enable Ireland Children's Service	Tralee	1	Yes	02/08/2022	#CES2225308
Office Assistant – Employability Kerry	Tralee	1	Yes	02/08/2022	#CES2225310
Community Link Worker – KTDP	Tralee	1	Yes	02/08/2022	#CES2225311
Building Maintenance – Adapt Women's Refuge	Tralee	1	Yes	02/08/2022	#CES2225312
Relief Driver/Maintenance – Tralee Tidy Towns	Tralee	1	No	02/08/2022	#CES2225313
Office Assistant – Friends of ABLE	Tralee	1	No	02/08/2022	#CES2225319
Administration Assistant – Enable Ireland Children's Service	Tralee	1	Yes	02/08/2022	#CES2226554
Administrator/Care Assistant – Enable Ireland Adult Services	Tralee	1	Yes	17/08/2022	#CES2233536
Green Keeper – Pitch & Putt Club	Tralee	1	No	23/08/2022	#CES2234410
Maintenance/Cleaner	Tralee	1	No	31/08/2022	#CES2235484

Would you like to work in a
Great Team Environment
Please see details below.....

Community Employment
Opportunity - Funded by the DEASP



**KERRY DISTRICT LEAGUE
DYNAMOS/ THE PARK
TRALEE CO. KERRY**

**WE'RE
HIRING!**

SPORTS GROUND WORKER
19.5 hours per week
full training provided
Apply today...

Please email your CV - Any queries to office @ dynamoskdldpark.ie

Community Employment Scheme funded by the Department of Social Protection incorporating 7 Clubs: Na Gaeil GAA, Austin Stacks GAA, Tralee Rugby Club, Tralee Boxing Club, Kerry District League, Tralee Dynamos & St Brendan's Park.

**We have Vacancies for Sports Ground Workers &
2 Administrators**

Sports Ground Workers: We provide full on the job training in a great team environment. We also provide free certified training courses. This role involves maintaining grass pitches & astro pitches, cutting grass, strimming, lining pitches, cleaning, painting etc.

Administrator: Training will be provided – Applications should have basic skills in typing & knowledge of computer basics. The duties of this role include Excel, Wages, PRSI, Welfare Partners, Revenue On-Line (ROS) and Banking Online.

Details: 19.5 hours per week – No weekends – Mon to Friday + day off – 4 days per week

Applications: Email your CV to - office@dynamoskdldpark.ie Or Call John (Project Supervisor) on 087 6648647 with any questions about the scheme (9-5 Mon to Fri).

Eligibility – you must be on a social welfare payment/PUP for a minimum of 1 year.

Are you looking for a new opportunity?

In a Community Employment Scheme funded by the Department of Social Protection incorporating 7 Clubs: Na Gaeil GAA, Austin Stacks GAA, Tralee Rugby Club, Tralee Boxing Club, Kerry District League, Tralee Dynamos & St Brendan's Park.



**FREE
TRAINING**

**On-the-Job
TRAINING**



An Roinn Coimisce Sóisialai
Department of Social Protection

We have Vacancies for 7 Sports Ground Workers and 1 Boxing Coach in

**Na Gaeil GAA Club, Austin Stacks GAA Club, Tralee Rugby
Club, Tralee Boxing Club, Kerry District League, St Brendan's
Park FC & Tralee Dynamos FC.**

Sports Ground Workers: We provide full on the job training in a great team environment. We also provide free certified training courses. This role involves maintaining grass pitches & astro pitches, cutting grass, strimming, lining pitches, cleaning, painting etc as well as some indoor work. 19.5 hours per week – No weekends – Mon to Friday + day off – 4 days per week

Boxing Coach: Full training will be provided. We also provide free certified training courses. 19.5 hours per week.

Applications: Email your CV to - office@dynamoskdipark.ie Or Call John (Project Supervisor) on 087 6648647 with any questions about the scheme (9-5 Mon to Fri).

Eligibility – you must be on a social welfare payment/PUP for a minimum of 1 year. We can check your eligibility for you.

We look forward to hearing from you



NEWKD TEAM Project- Admin Assistant- CES –2225498

To work as part of the administration and support workers team providing education and training opportunities to people in recovery from addiction. Successful applicant will get a chance to build on their skills to enhance their employment opportunities.

Duties include: -

- Support the CE Scheme Supervisor's in all administrative tasks.
- Support scheme participants as required.
- Provide secretarial, receptionist and clerical support for the office including filing, photocopying, post, computer applications and telephone.
- Assist with the set up and maintenance of files and materials as appropriate.
- Ensure confidentiality is adhered to at all times in relation to participants, staff and all other matters within the project.
- An understanding or interest in the area of addiction would be an advantage.

Start date to be confirmed subject to Garda vetting. You can contact your local DEASP Employment Services/INTREO Office to check your eligibility and quote relevant reference number above.

Please send CV's to Daniel O' Shea, NEWKD TEAM Project, Foireann House, Upper Rock Street, Tralee, Co. Kerry or Email: danieloshea@newkd.ie

Closing date: 31/08/2022

This community employment scheme is funded by the Department of Social Protection, DSP



Find out more about Work Placement Experience Programme at
<https://www.gov.ie/en/service/95fe1-work-placement-experience-programme/>



Intreo

Work Placement Experience Programme

- Gain valuable work experience
- Receive accredited training
- Connect with employers
- Increased weekly payment to €306

Brought to you by the
Department of Social Protection

<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22



Ukrainian Supports - Ukrainian Supports
Please see all the information at: <https://jobsireland.ie/en-US/blog/ukrainian-supports>



<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22



Rural Social Scheme

Farmers in these difficult times has your farm income been reduced? Have you, your spouse, child or sibling been made unemployed?

If you, your spouse or family member is in receipt of:

- A means tested Department Of Employment Affairs and Social Protection (DEASP) payment for example Farm Assist or Jobseekers Allowance.
 - A Basic Payment Scheme (BPS) payment.
- And you are actively farming in excess of 1 hectare.

Then your application may be used to assist eligibility for this scheme.

The benefits of participating on the scheme include:

- Reduced isolation by working alongside other farmers.
- An increased weekly income.
- Weekly PRSI contributions towards your retirement pension.
- Engaging in 19.5 hours work per week on local community projects.

The Rural Social Scheme team nationally currently comprises 139 Supervisors and 3,350 participants. It is an equal opportunities employer.

Community Groups are you interested in availing of the Rural Social Scheme?

Works carried out in communities include:

- Maintenance of waymarked ways, agreed walks and bog roads;
- Village and countryside enhancement projects;
- Maintenance and caretaking of community and sporting activities;
- Community administration/clerical duties;
- Social care and care of the elderly, community care for both pre-school and after-school groups;
- Projects relating to not-for-profit Cultural and Heritage Centres.

For further information contact:

Geraldine Kelly or **Anita Bodenham** in the Listowel Area on 068 23429.

Aine Stack in the Tralee Area on 066 7180190.

Joanne O' Sullivan or **Kay O' Connor** in the Castleisland Area on 066 7142576



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

<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22

Are You... 15-24 years?

Not in education, employment or training?

Ready to try something new?

We provide: Free support, guidance and training

Contact us to see how we can help!

NEWKD YEI SERVICE YOUTH EMPLOYMENT SERVICE

Listowel Area

Louise Lyons

NEWKD,

20 Upper William Street,

Listowel

(068) 23429 0876411271

louiselyons@newkd.ie

Castleisland Area

Jennifer O'Sullivan

NEWKD,

Tralee Road,

Castleisland

(066) 7142576 0879493451

jenniferosullivan@newkd.ie



**Ireland's European Structural and
Investment Funds Programmes
2014-2020**
Co-funded by the Irish Government
and the European Union



EUROPEAN UNION

Investing in your future
European Social Fund



**Department of Rural and
Community Development**

*An Roinn Fuartha
Tuaithe agus Pobail*



The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government and co-funded by the European Social Fund and includes a special allocation under the Youth Employment Initiative 2014 -2020.



*NEWKD YEI SERVICE - Youth Employment Service
Free Workshops and Training's - 15 - 24yrs old*



DID YOU KNOW ?

**NEWKD YEI Service provides
Free CV writing Service to
15 - 25YRS OLD**

*For more details or to register
contact jennifersullivan@newkd.ie 0879493451
or contact our social media platforms*



EUROPEAN UNION
Investing in your future
European Social Fund



Ireland's European Structural and
Investment Funds Programme
2014-2020
Co-funded by the Irish Government
and the European Union



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



NEWKD



Coiste Forbartha Pobail
Aitiúil Chiarraí
Kerry Local Community
Development Committee

*The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through

<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22



FREE CLASSES

Conversation English Classes

Tuesdays on Zoom | 7pm - 8pm

To Register Email:

LorraineBowler@newkd.ie



European Union
Erasmus+ programme



Department of Education
Higher Education
Research and Innovation



NEW KNOWLEDGE
INSTITUTE



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Welcoming Message Through conversation
English Classes

*The Irish Government is not responsible for the content of this advertisement. The content of this advertisement is the responsibility of the advertiser. The content of this advertisement is the responsibility of the advertiser.



Is a FREE service for people over 60 years in the North Kerry areas :

**Moyvane, Listowel
Ballydonoghue, Duagh
Causeway/Ballyduff
Ballybunion, Asdee**

**For people who would like a social visit once a week
For people who have no transport, living on their own, isolated
or cannot leave their home due to medical reasons**

NEWKD (North, East & West Kerry Development) has been running the Home Visitation Service project since 2018 in the North Kerry area with Anita Bodenham and Geraldine Kelly as Supervisors and Project Managers. This innovative project run by RSS (Rural Social Scheme), which links isolated people with others socially in their community, has taken on even greater importance in this time of so much uncertainty, during the Covid 19 crisis. This Home Visitation project would not be possible without RSS participants who have been an immense help from the very beginning of this initiative and work tirelessly in the North Kerry area.

NEWKD works closely with the community and runs many projects such as Home Maintenance Services, Meals on Wheels, Senior Alert Scheme. Increasingly the need for home social supports became evident in running these services, as older people were reported suffering loneliness and social contact in their daily lives. Commitment from the HSE Community Work Department and the team of HSE Public Health Nurses (PHNs) is a vital part of the Home Visitation Service initiative as well as support from An Garda Síochána and local groups.

NEWKD/RSS adhere to strict practices and policies as regards to treatment of the older people, their safety and wellbeing. Our work is centered around the community we work with. The Home Visitation project creates stronger links between service users (over 60s) and agencies such as HSE/Public Health Nurses/ Community Work Departments, An Garda Síochána, Meals on Wheels, Local Link and other local services available. This project also relies on help from dedicated volunteers.

NEWKD in turn values and appreciates volunteers, provides induction, training and continuously supports them in their role. Volunteers and RSS participants form an essential part of Home Visitation Service by calling on service users once a week at agreed time to chat to and offer companionship and a listening ear. Home Visitation volunteers are not required to do cleaning, cooking or attend to medical needs etc.; they are there to support and link older people with services that exist in the community, keep a gentle eye on them and making sure they know that someone cares.

**From the team of NEWKD Home Visitation Service NEWKD, 20 William Street Upper, Listowel, Co. Kerry, V31 TR68
Tel: 068 23429**



<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22



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Kerry College is Ireland's only integrated provider of Further Education and Training. We offer clear routes to employment, further study, third level and apprenticeship.

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Our Admissions Office is always here to help. Call in to the office to discuss information and advice on any of our courses.

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To view our full list of programmes
www.kerrycollege.ie

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AND TRAINING BOARD

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applicants meeting entry requirements.
Limited places available on certain courses.

Let's unlock your potential...



Rialtas na hÉireann
Government of Ireland



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Denny Street
Campus

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Campus

Listowel
Campus

Monavalley
Campus

TRADITION STONEWALL CONSTRUCTION

Keep the tradition alive.

APPLY TODAY: <https://kerrycollege.ie/.../traditional-stonewall.../>



Earn your QQI Level 6 Advanced Outdoor Activity Instructor qualification with Kerry College.

Read more and apply here: <https://kerrycollege.ie/.../advanced-outdoor-activity.../>



<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22

HAVE YOU A NATURAL FLAIR FOR HAIRDRESSING?

Check out this 44 week course with Kerry College.
Choice of Locations | High Spec Facilities | No Fees
<https://kerrycollege.ie/full.../hairdressing-listowel-2/>



KERRY COLLEGE
of Further Education & Training

HAIRDRESSING
Monavalley Campus | Listowel Campus
05/09/22
www.kerrycollege.ie

Do you want to change career? Upskill? Medical Administration with Kerry College has a long standing history of high employment rates on completion of this course.

MEDICAL ADMINISTRATION course might be for you! Read up and apply today:

<https://kerrycollege.ie/.../medical-administration.../>



KERRY COLLEGE
of Further Education & Training

SEPTEMBER 2022

MEDICAL ADMINISTRATION
39 WEEKS | FULL-TIME | NO FEES
GET FULLY QUALIFIED IN JUST 39 WEEKS
HIGH EMPLOYMENT RATE IN MEDICAL SECTOR
LEARNERS MAY QUALIFY FOR A WEEKLY PAYMENT SUBJECT TO CERTAIN CRITERIA

APPLY NOW: www.kerrycollege.ie

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4-Jul-22



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KERRY EDUCATION AND TRAINING BOARD

MENTOR PROJECT

...giving you opportunity & agency

CATHERINE GALWAY
Mentor Project Co-ordinator
086 796 6477

SUSAN O'SHEA
Mentor
086 796 6478



The **Kerry ETB Mentor Project** is a mentoring service **FOR** young people.

We provide an independent service - which means that we do not recruit for any programme, course, training provision, etc.

We provide mentoring which has a progression focus - which means that we work with you to help you make the best plan for your future.

We provide mentoring with each young person on a case by case basis and so your plan will be different to anyone else's.

If you would like some support moving forward, if you feel you are stuck, or if you just need a little help trying to make decisions on what to do next, please contact us.

This is a **FREE & CONFIDENTIAL** service.

"The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves."

— Steven Spielberg



Department of Education and Skills
331-4-2009
Funded by the Irish Government
and the European Union



Riadas na hÉireann
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AN TÓCHAR FURTHER EDUCATION & TRAINING CENTRE

Causeway, Co. Kerry | Tel: 066 7131977
www.antochar.ie | Email: info@antochar.ie



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AGUS OILIÚNA CHIARRAÍ

KERRY EDUCATION
AND TRAINING BOARD

COURSES 2022/23

BTEI COURSES

HEALTH CARE SUPPORT

(Carers Course)

Care Support
Communication
Care of the Older person

5M4339

Safety & Health at Work
Infection Prevention & Control
Activities of Living Patient Care

QQI LEVEL 5

Care Skills
Work Experience
First Aid

This course will run Mon - Fri 9.30 - 1.30 commencing 12th September 2022

SPECIAL PURPOSE AWARD

TRAIN THE TRAINER

In this course you will develop skills and acquire knowledge in how to develop and deliver a training course.

THERE ARE TWO MODULES:

6S3372

Mon 7-10pm
Plus 5 Saturdays
Starting 26/09/2022

6N3326

TRAINING DELIVERY & EVALUATION

6N3325

TRAINING NEEDS, IDENTIFICATION & DESIGN

MINOR AWARDS WILL BE OFFERED IN THE FOLLOWING:

PALLIATIVE CARE

ANIMAL GROOMING

5N3769

Wed

7.00pm - 10.00pm

Starting 12/10/22

5N0752

Tue

7-10pm

Plus 4 Saturdays

Starting 20/09/22

PRINTMAKING

PLANT PROPAGATION

DESIGN

DRAWING

ESTABLISHING TREES & SHRUBS

5N1373

Thur

9.30am - 2.30pm

Starting 15/09/22

4N1990

Thur

9.30am - 1.30pm

Starting 8/09/22

4N1139

Fri

9.30am - 1.30pm

Starting 16/09/22

4N1878

Mon

9.30am - 1.30pm

Starting 24/10/22

4N0666

Wed

9.30am - 1.30pm

Starting 26/10/22

COMMUNITY EDUCATION

INTRODUCTION TO POTTERY

UPCYCLING FURNITURE

CHAIR YOGA

FIND YOUR PERSONAL STYLE

YOGA

GENEALOGY

DRAMA

HEALTHY COOKING MADE EASY!

CHRISTMAS CRAFTS

Mon 7.15pm - 9.30pm

Starting 3/10/22 for 6 weeks

Wed 7pm - 9.30pm

Starting 21/09/22 for 6 weeks

Wed 12 - 1pm

Starting 21/09/22 for 6 weeks

Wed 10am - 12pm

Starting 21/09/22 for 6 weeks

Mon 7-8pm

Starting 19/09/22 for 6 weeks

Mon 7-10pm

Starting 26/09/22 for 10 weeks

Wed 7-9.30pm

Starting 5/10/22 for 8 weeks

Tues 10am - 1pm

Starting 15/11/22 for 6 weeks

Wed 7 - 9.30pm

Starting 16/11/22 for 5 weeks

OTHER COURSES

FOUNDATION COURSE IN COUNSELLING

This course is an introduction to the basic concepts and theories of counselling with an emphasis on personal growth, the course is suitable for anyone that may be considering a career in counselling or wish to develop their communication skills and gain a deeper understanding of the importance of relationships in human development.

Course will run on a Friday and Saturday, once a month, commencing October 2022

Fee: €450.00

All courses must be applied for online via www.fetchcourses.ie For further information on all courses or applying online please contact the centre at 066-7131977 or Email: info@antochar.ie

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agus Scileanna
Department of
Education and Skills



TRALEE CTC

MONAVALLEY IND ESTATE, TRALEE

We are currently recruiting young people aged between 16-21 for QQI Level 3 and Level 4 courses

These courses are a pathway to further education or employment

- **CATERING,**
- **CONSTRUCTION**
- **TECHNOLOGY**
- **HAIRDRESSING**

***CONTACT US TODAY ON 066 7125415
FOR INFORMATION ON ANY OF THESE COURSES***



IT'S NEVER TOO LATE TO APPLY, CONTINUOUS INTAKE

TRAINING ALLOWANCE PAID WHILE YOU LEARN

Recruitment Training Retention and Upskilling Opportunities

Hotel, Culinary Arts and Tourism Department.
MTU Kerry Campus



Certificate in Culinary Skills

(funded through Springboard +)

1 Year
2 days per week
Fee: Free

Core Topics Include:

- Culinary Skills
- Butchery
- Fishmongery
- Food Safety
- Teamwork
- Health and Well Being

* Knives &
Uniforms will be
provided at no
additional cost



Higher Certificate in Culinary Arts

(funded through Springboard +)

1 Year
2 days per week
Fee: Free

Core Topics Include:

- Culinary Events
- Bakery and Patisserie
- Sustainable Practices
- Food Safety Management
- Food and Cost Control
- Modern Techniques and Technologies

* Knives &
Uniforms will be
provided at no
additional cost

Graduates of
the Commis Chef
Apprenticeship
start here



Bachelor of Arts (Hons) in Culinary Arts (Level 8)

National Sous Chef Apprenticeship

2 Years
1 day per week
Fee: €750 per annum

Core Topics Include:

- Food Futures
- Food Blogging
- Contemporary Trends
- Strategic Management
- Independent Research

* A fee of
€320 applies
(if required)
to purchase
uniforms &
knives



Bachelor of Arts in Culinary Arts (Level 7)

National Chef de Partie Apprenticeship

2 Years
1 day per week
Fee: €750 per annum

Core Topics Include:

- Advanced Pastry Arts
- Product Design and Development
- Business Management
- People Management
- Advanced Culinary Techniques

* A fee of
€320 applies
(if required)
to purchase
uniforms &
knives



Do you qualify for
advanced entry due to your
qualifications or industry experience?

Talk to us about advanced entry

All courses commence in September

For Further Information: Telephone **066-7191701**

or email parttimekerry@mtu.ie

or www.mtu.ie www.springboardcourses.ie

Springboard+ is co-funded by
the Government of Ireland
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HEA | Higher Education Authority



Citizens Information 



We are here to **support** you in Kerry

Phone Tralee Mon- Fri, 10-4pm on **0761 07 7860**

Providing you with free and confidential information, advice and advocacy on

- SOCIAL WELFARE • HEALTH • FAMILY MATTERS
- HOUSING • EMPLOYMENT RIGHTS • INCOME SUPPORT

 **0761 07 7860**
  **kerry@citizensinformation.ie**

Funded and supported by the Citizens Information Board

Job Seekers

NEWKD 

Need Assistance & Support with applying for a job?

If, so we can provide skills training, CV preparation, digital support and on line applying etc.

**FREE
PRE-EMPLOYMENT
SUPPORTS
@
LISTOWEL JOBS
CLUB**

**DUE TO COVID-19 WE ARE WORKING
ON A ONE TO ONE INDIVIDUAL BASIS.**

You can reach us on email:
sandranoel@newkd.ie
Phone 068 24981 or
Mobile/Whatsapp 087 9918445
or find us FB @ Listowel Jobs Club.

Location:
20 Upper William St. Listowel
(The Old Post Office)




An Roinn Coimírce Sóisialaí
Department of Social Protection

<https://newkd.ie/employment/tralee-local-employment-service/>

4-Jul-22



Focus Mental Health Recovery Programme

Are you experiencing a personal setback, mental health difficulties or experiencing isolation, a sense of loss or hopelessness?

Do you need support in working towards engaging in a meaningful, satisfying and fulfilling life?

We can help. The Focus programme is designed to help people recovering from, or experiencing poor mental health to increase their independence, achieve better management of their health, improve their social integration and plan to help them get a job or go on to further education or training.

Apply Now

For further information:

066 7122533 or 087 9047912

Geoff.elvins@nl.n.ie

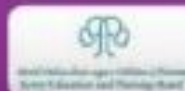
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National Learning Network

Investing in People, Changing Perspectives

 **Healtacmharcas na hÉireann**
Health Service Executive



National Learning Network **Tralee**

FREE Construction Skills course

- Plastering
- Block Laying
- SafePass
- Woodwork
- Painting/Decorating
- Floor and Wall Tiling

If you have an illness or need additional support to learn, then NLN can help. Eligibility criteria apply.



A mix of classroom and practical learning, as well as work experience, the course gives real life skills to get and keep a job in construction or to progress to pre-apprenticeship level.

☎ 066 712 2533

Email: tralee@nlm.ie

www.nlm.ie

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KERRY EDUCATION AND TRAINING BOARD

National Learning Network *Learn to change your story*

Sporting Chance Course

Enrolling NOW

Sporting Chance is a **FREE** course offering a mix of classroom and practical learning as well as work placements. The course gives you the skills and qualifications necessary to get a job in the sport and leisure industry. The course is funded by the Kerry Education & Training Board.

If you need additional supports to learn, have had an injury, illness or disability then NLN can help.

Find out more:

☎ 066 712 2533

✉ una.flynn@nlm.ie

🌐 www.nlm.ie

📘 facebook.com/NLNireland

Free life-changing courses
and supported **training**



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAI
Kerry Education and Training Board

National Learning Network

Learn to change your story

Need training to get a job in IT?

**Enrolling
Now**

IT by Blended Learning at NLN in Tralee is a **FREE** training course to help you learn the skills you need to get and keep a job. Our course combines classroom-based and home-based learning with work experience.

If you need extra support, if you have had an accident, illness or injury or have a disability then we can help. This course offers you the personalised support you need to gain a QQI Level 5 qualification and get a job.

This course is funded by the Kerry Education and Training Board. Eligibility criteria apply.

**Find out more at
NLN Tralee:**

- ☎ (066) 712 2533
- ✉ tralee@nlm.ie
- 🌐 www.nlm.ie
- 📘 facebook.com/NLNTralee



Free life-changing courses
and supported **training**



*And Ombudsman open Online Channel
Kerry Education and Training Board*

Volunteering Opportunities

Volunteer to increase your chances of employment! On the path to finding a job, why not consider volunteering? Your jobseekers allowance will not be affected if you volunteer, as long as you remain available to take up paid employment. To find out more, contact Linda, the Placement Officer, at Kerry Volunteer Centre on 066-7117966, email linda@volunteerkerry.ie or visit our website www.volunteerkerry.ie

Please note that it is important to seek approval for volunteering by contacting your Deciding Officer.



kerry volunteer centre

Ionaid d'Oibrí Deonacha Chontae Chiarraí



Oifig Fiontair Áitiúil
Local Enterprise Office

■ Oifig Fiontair Áitiúil Chiarraí ■ Local Enterprise Office Kerry

Want to grow your business in Kerry?

WE'RE READY if you are



At your Local Enterprise Office (LEO) you'll find a hub of expert advice, information and practical supports to help you with this next important step. And we're right here on your doorstep!

Tell us about your plans and we'll match you with the relevant services, resources and progression pathways to enable your business to grow and realise its full potential, and yours.



CONNAIRIE CONTAE CHAIRRAÍ
KERRY COUNTY COUNCIL

Visit www.localenterprise.ie and let's talk business!

For further information
T: 066 7183522 E: LEO@kerrycoco.ie
County Buildings, Rathass, Tralee



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