



TRALEE LOCAL EMPLOYMENT SERVICE

WEEKLY NEWSLETTER

11th August 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



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



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

Local Employment Services (LES) are funded by the Irish Government through the Department of Social Protection
 Tá Seirbhís Fostachais Ábhaile (LES) maoinithe ag Roinn na Málairt agus an Roinn Coimíne Sóisialaí



An Roinn Coimíne 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/>

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

Receptionist

The Grand Hotel Tralee is looking for a Receptionist.

The Role:

Responsibility for the Management and operation of the Hotel's Reception. Co-ordinating Front Office operations and Revenue Management, ensuring operating standards are achieved and sales maximised. We are seeking an individual who has excellent attention to detail and is passionate about delivering exceptional customer service.

Key Duties and Responsibilities include:

- Responsible for smooth and efficient operation of the hotel reception desk and to ensure the highest level of customer service.
- Monitoring all front office cash transactions, float and till procedures and to ensure that procedures are carried out in accordance with Company policy.
- Ensuring that the front desk is adequately staffed at all times and to anticipate the need for additional cover particularly during busy periods.
- To carry out Reception duties, working as part of the Front Office Team (Reception and Reservations).
- Maintain an effective Front Office team through the provision of strong leadership, direction and training.
- To ensure that all areas of the main entrance & lobby are presented at a high standard of cleanliness and hygiene.
- To ensure that all complaints are handled in a professional and efficient manner and that all complaints are followed up and resolved.
- Lead and develop the Front office team, making sure that the new and existing team members are properly trained

The Ideal Candidate:

- Must have previous experience within the hotel industry.
- Possess the ability to operate in an organised and methodical fashion, with excellent attention to detail.
- Is equipped with exceptional interpersonal and communication skills.
- Will have knowledge of Hotsoft, OTAs, Microsoft Office, basic bookkeeping systems and be familiar and proficient with Social Media applications.
- Proficiency in English oral and written
- Ability and willingness to work flexible hours / a shift pattern 5 out of 7 days including weekends and as business requires
- The ability to work on their own initiative, as well as being capable of working as part of a team.

Job Type: Full-time

Salary: €22,000.00-€26,000.00 per year

Benefits: Food allowance

Schedule: 8 hour shift

Expected start date: 26/08/2022

Apply on:

https://ie.indeed.com/viewjob?jk=8397a946bc552adf&l=Tralee%2C+County+Kerry&tk=1g9udpopvk9ab800&from=web&advn=1151277320563768&adid=395427443&ad=-6NYIbfkN0ARHN_RcGeO25IARU7CflkITApInjC5Bibiz5bkObHmJwTl1b8qK7XWa5NBaLVXj3DOiCbJISB-dzjrqlY9w-SLcll3fLM29tlsvdrbfCtg7P14P44_eMbVB6zIAEq5l_CJzaXRI6ztfol4lnYWqE18qF22tkPP1dTcmn2XOOofwe3tzO-6VoQI7apCEZNF19SPDgGos7zZel5tA0kGhTbf8LVs_7FAHs4D31P-pJUvDR5c-w-aQFGHUzf6FiHPq7daRYZGjOkCB4jSomvVnvqc_vBZJP9T39GjxRVLuWpQHkbT9K8CadS5FegCtyR4a0fp-ENI3Tatok6xAFZGVAARZi5fegVtUOs1EqsDUMFd9NDqKjPG5ldQT&pub=4a1b367933fd867b19b072952f68dceb&xkcb=SoBE-M3b-ToxoQI4x0LbzkCdPP&vjs=3

Hospitality Assistant - Monday - Friday

As a Hospitality Assistant, you are at the heart of our operation and we are looking for individuals who share our energy and passion and will contribute to our ongoing success.

You'll be working in a team full of fantastic people as a Hospitality Assistant. After all, who doesn't dream about coming into work, doing what they love and spending time with friends?

Main Responsibilities

It doesn't matter if you've never worked as a Hospitality Assistant before. What does matter to us the most, is taking pride in what you do and a willingness to learn.

Apply on: <https://www.inploi.com/company/compass/job/14396250?jobboard=indeed&c=organic>

Restaurant Staff

We at the Brandon Hotel are looking for staff to work in our Restaurant. The work and hours can vary according to business needs. This role is primarily to serve our tour customers at morning breakfast and evening dinner times . This may suit someone looking for part time work between 24 and 36 hours per week Some experience in the Hospitality Industry is preferable. This role will start immediately.

If you feel like this role would suit you then please contact us and we can discuss your availability. We strive to be as flexible as possible where needed.

Job Types: Part-time, Temporary

Salary: From €10.50 per hour

Part-time hours: 24-36 per week

Salary: Up to €10.50 per hour

Benefits: On-site parking

Schedule:

- Monday to Friday
- Weekend availability

COVID-19 considerations: All covid 19 guidelines to be adhered to

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

Apply on: <https://ie.indeed.com/viewjob?cmp=Brandon-Hotel&t=Restaurant+Staff&jk=5ad38da3b7459e2d&vjs=3>

Sales Administrator

We are presently recruiting for a Sales Administrator for our clients, a home improvements company in Tralee, County Kerry. Working closely with the in-house sales team, you will be responsible for offering competitive sales quotations for a large range of projects being undertaken. A strong eye for detail and the ability to price jobs correctly is mandatory. This position is based in Tralee, County Kerry.

Job responsibilities:

- Ability to complete quotations concisely on SAGE system directly from onsite survey documents.
- Ability to inform customers of technical aspects of the product being sold
- Striving to provide an exceptional level of customer service.
- Complete quotations by referring to product codes within SAGE.
- Develop clear & effective written proposals/quotations for current & prospective customers.
- Keep management informed by submitting your weekly quotation activity & analysis.
- Continuous updating of your knowledge on new technologies as they are introduced
- Working with Management to monitor that all Sales Processes are being adhered to across the company.
- Working with Management to help Improve existing Sales Workflows efficiencies and implement the change across the organisation.
- Develop clear & effective written proposals/quotations for current & prospective customers.
- Keep management informed by submitting your sales activity & results reports, such as weekly work plans, & monthly sales analyses.
- Completion of 3-D Bathroom & Feature Wall.

Skills and experiences:

- 2+ years in a similar position
- Strong knowledge of home improvement products
- Ability to accurately price projects
- Strong IT skills and ability to use basic software

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

- Qualification in home improvements, construction or similar topics desirable.

This is a full-time position based in office in Tralee. Salary in the region of €35,000 is offered. If you are interested please apply or email adrien@redchair.ie

Apply on:

<https://ie.indeed.com/viewjob?jk=813a9c145a1b2a71&tk=1q9udpopvk9ab800&from=serp&vjs=3>

Floor Staff

O'Shea's Shop and Service Station Ltd looking for part time floor staff in Blennerville Tralee

Job description

Part time floor staff wanted, fair rate of pay and flexible hours, training will be provided.

Job Type: Part-time

Salary: From €10.50 per hour

Schedule: Weekend availability

COVID-19 considerations: all customers are required to wear a mask and all services are sanitized regularly

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

Apply on:

https://ie.indeed.com/viewjob?ik=42924bf983d22bf9&l=Tralee%2C+County+Kerry&tk=1q9udpopvk9ab800&from=web&advn=8952546733447355&adid=395322760&ad=6NYIbfkN0AznDOqinRhiY9cYIBfsxCWMDQwThRSiJviLFQuAICqsnUu1KIYISBAGJdmN9Jey7VEdD1jxeNXVY9dITLzi5tPTZ9mtCWuZaKEzDrkOX_1GqyLW3nvCjAhzpvxliSkEJ3QPIWhdfOYAI5qfmltswlZ1_5KI0ssROMghsLEWt39q1DCRz0oL-xt1HOLEI3hm2Zgn4tqKsb8BqXNpaGcDoSmlBAeCaRB_x0Buv_ivdRnzRydtSx_FrxS2J4S_r2DQ_iAAp73b59ABAAtXAIEspvaMJUqPUIjRkEpsMdcFWafpuwEdyFV_r34RWmORyri_SDJRW_Ms4FeJvJoORe3xz3OvSkT0B-N_fUWAAuSfNO0Ycmd9kFy0_9&pub=4a1b367933fd867b19b072952f68dceb&xkcb=SoBx-M3b-ToxrQl4x0JbzkdCdPP&vjs=3

Pharmacy Otc Sales Assistant

Experienced PHARMACY OTC Sales Assistant required.

Must have a minimum TWO YEARS PHARMACY OTC sales experience

IPU Pharmacy center assistant course required

Maximum 3/4 days per week on a fixed rota basis

Must be able to work as part of a team

Excellent terms and conditions for the right candidate

Job Types: Full-time, Permanent

Benefits:

- Flexible working hours
- On-site parking
- Education reimbursement

Job Type: Full-time

Additional pay:

- Overtime pay
- Retention bonus
- Yearly bonus

Benefits:

- Employee discount
- Flexitime
- On-site parking
- Store discount

Schedule: Day shift

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

Apply on:

https://ie.indeed.com/viewjob?ik=5186c9354939d282&l=Tralee%2C+County+Kerry&tk=1q9udpopvk9ab800&from=web&advn=375192967776972&adid=395266658&ad=6NYIbfkN0Aksq83hNOQ6nzBYUQmWK8R6sNpJ-dxsJicppVuqh-6VSNd7ldT8DC_Hmh5Nh1x0PJtTmi1JG6F-pWoSLyk95Kqfam-L7YBvgIYCMNLsar4aVIV6FRbw845LGpPAga7ACKGfm_9e_QChhkCmJwvj4dxayuGWMPe8WrdQXuCorM2tn1F5JZmlarmUIKLGyIDROdyvOIEP3LYaAPPvtiGaHWrg5Bwf5oaJFR79dvvW3LbEXNQp8_R7tuU_gFxiQ3odoSqYf2HB-dD1x-ZYxbBIhaatXnfF8v_EFUHEJdVoZ5Xd6_qAtwNg5wQXtPKKECN4JyqczV5Ii6otr-ikoy8Q96QMGo6g19U_NgEAS6CEaN7gCZNTQUB&pub=4a1b367933fd867b19b072952f68dceb&xkcb=SoAd-M3b-Toxrwl4x0LbzkdCdPP&vjs=3

Store Colleague

You probably recognize the name Holland & Barrett as a well-known high street store, but did you know that things are changing pretty quickly and we're on an exciting journey?! We have a vision to become a leading player in the global health & wellness industry. Our stores are the place where we can engage face-to-face with our customers and our skilled, trusted store colleagues are a vital part of our success.

Wellness begins with you, start your journey today.

The Job

Our store colleagues are vital to our success. Yes, you will need to be able to carry out regular activities like replenishing shelves, keeping the store clean and tidy and serving customers, but there's so much more to it than that!

Our store colleagues all need to be able to give our customers the advice they need to live healthier, happier lives. And we'll make sure you're ready for whatever question, query or lifestyle goal is thrown your way by asking you to complete industry-leading operational and "Qualified to Advise" training. The training will stretch you, but it will turn you into a health and wellness expert, ready to advise our customers on whatever they need. If you want to go on and specialize in sports, nutrition, beauty or aromatherapy, we can help you to do that too. You'll also be guiding customers through their health journey by offering a diverse range of simple testing solutions (in applicable stores).

The Person

To be successful, we'd like you to show us that you have:

- The ability to work well within a team
- A compassionate and consultative approach to customers
- A positive attitude and driven nature
- A passion and enthusiasm for our products, nutritional supplements, natural beauty and healthy living
- The ability to undertake computer-based study to support the product knowledge required to achieve an accredited qualification
- Basic IT skills to use iPads to review products and solutions with customers
- The ability to effectively multi-task

Benefits

We take your learning and development seriously and we will support your career

Stay healthy with staff discounts on qualifying Holland & Barrett store and online purchases

No one likes paying delivery charges, so we have free staff delivery on Holland & Barrett online purchases

Epic Extras gives you access to exclusive benefits, free advice and savings from a range of retailers and providers

We all need a little help sometimes, so we offer an exclusive free employee assistance programme for confidential help and advice

Different Monthly incentives are available (varies in different stores)

Your wellbeing is paramount so you can get away and take 28 Days Holiday (pro- rata) per year

We have loads of Reward and Recognition Schemes, so your hard work and loyalty won't go unnoticed

- Department: RETAIL
- City: Tralee
- Country: Ireland
- Job Type: Part Time
- Number of Hours: 15
- Working Pattern: Applicants need to be available 3 days out of 7 and need to be able to work in Tralee and Killarney
- Closing Date: 30 September 2022
- Contract Type: Permanent

Apply on: https://www.hollandandbarrettjobs.com/jobs/vacancy/store-colleague-18155-tralee/18134/description/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

Kitchen Porter

Wash dishes, utensils, pots & pans and other cooking equipment. Take out bins ensure that kitchens and floors are clean and orderly.

Job Type: Full-time

Salary: €10.50-€11.00 per hour

Additional pay: Tips

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

Benefits: On-site parking

Schedule: 8 hour shift

Application question(s): Do you have your own transport as we are located outside of town

Language: English (required)

Work authorisation: Ireland (required)

Reference ID: Kitchen Porter

Apply on:

https://ie.indeed.com/viewjob?jk=515bd07de3d1c507&l=Tralee%2C+County+Kerry&tk=1g9udm7htjkt801&from=web&advn=6286853968069791&adid=395484807&ad=-6NYIbfkN0Aq0zekuVvv7ylwci44j5VMdO0uFU2GWtFtiOTVtINR2-BN0pNiwk2UK2hrMLirQWXSt6V4yZmL-Y9A9FiQ0jX9uYYovLU-NJMSWTtFmG4tqK6S4UEcSB2xf5LORgS8pJ2XGUH9UCqmPqQFg03h4PqvfsO4FpoqYe5E7IlibX_WA5HoCGiWfDrCXr6xjRgsy9H2V95zLs18noS_s0vvp1ntngSB99RM1v26k3pOO3u5AXYxadJOGBczDy79_w3hYqIJR0c8toHOH920S0WM8bvO9qxm5bbaW9R8jJ8SIxostVxfbVM3kCggGXxecW_pTbubcnXVGEgzy-9IA4j1HupNIAkaYZ97RKKJK0pRCD-Pb8AZTOiw&pub=4a1b367933fd867b19b072952f68dceb&xkcb=SoDd-M3b-TXL7AH7L0KbzkdCdPP&vis=3

Receptionist/Administration Assistant

Due to an internal promotion a Receptionist/Administration Assistant is required for a busy, plumbing, heating and electrical contractor based in Tralee, Co.Kerry

The ideal candidate would preferably have experience in a previous or current role. Duties would include but not be limited to:

- Manage the reception duties for the business and handle a high volume of calls and emails.
- Act as first point of contact for customer queries.
- Liaise with customers via phone and email.
- Liaise with colleagues, management and external clients as required.
- Build and maintain strong professional relationships.
- Ensure all documentation is completed, managed and maintained accurately and efficiently.
- Other related ad-hoc administrative tasks where necessary.
- Provide admin support to the office team.

Applicant must be:

- Comfortable in a busy environment dealing with a range of different tasks.
- Excellent communication skills with a strong customer focus.
- Highly organised with excellent attention-to-detail.
- Ability to multi-task and prioritise effectively.
- Flexible and adaptable to support business needs with a positive attitude.
- Strong administration skills and high proficiency in MS Office suite.

Job Type: Full-time

Additional pay: Performance bonus

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate: Tralee, Tralee, CO. Kerry V92 PR28: reliably commute or plan to relocate before starting work (required)

Application deadline: 02/09/2022

Apply on:

https://ie.indeed.com/viewjob?jk=de81de8342fa2cb1&l=Tralee%2C+County+Kerry&tk=1g9udm7htjkt801&from=web&advn=8070269996218335&adid=395433110&ad=-6NYIbfkN0Dv11-0Gvu24P1ETv0nOJfT22H1tKMPwrdP5yTz7NweaSVM2bPt2D78sVT3CF-wwCGX_1AUlicAgnzNpuZMPb0ov3FMku1Pmmx1kmkAjfI0HsuX-STYs36EfM470hcYL2QFoM.JLaunE_k_HB9I0JDAPF-nCS91IHweT8UC6SWuYknaOquNobeDSfp89pge-Pt9dNWRz2XRvult9vuQX6Qn9_OBuZxpa33E-XNjJeAp80Q6fehYTHM_-NnIUxcMwxcIXtsuSh1fSxvK432crEqkFN3Wd2vluKAsEYJWHgVCebHrBmdz6yn_0_38iPDpM43QyXCJRsgIBnkTiLVJU55Ef5ykn0JN55-F01KS6IQ%3D%3D&pub=4a1b367933fd867b19b072952f68dceb&xkcb=SoAs-M3b-TXL7qH7L0LbzkdCdPP&vis=3

Retail Sales Assistant

Suits Select Tralee are currently looking for for talented and enthusiastic Sales Assistant to join our innovative and fast-paced business.

Our store offers an extensive range of premium mens formalwear such as Suits , Shirts , Blazers Shirts and accessories, and in one of our busiest seasons we need bright sales people to join our friendly team!

This role involves weekday and weekend shifts, so candidates must be available for these to be considered for the role.

This is an ideal role for someone with exemplary organisational skills along with strong attention to detail and a keen eye for fashion looking to progress their fashion knowledge and sales skills further.

What we Need from a candidate

- Sales experience in a target driven environment
- Motivated , with a keen eye for Fashion

What the role involves

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

- Dynamic selling skills
- Ensure general store standards and stock replenishment is carried out on a daily basis
- Commit to achieving Daily Store Targets
- Passion for customer service and delivering a great experience

What you'll get by joining our team

- Hourly rate of pay
- Holiday Pay
- Employee discounts

Job Type: Part-time

Schedule: 8 hour shift

Apply on: <https://ie.indeed.com/viewjob?cmp=Paraffin-Store&t=Retail+Sales+Assistant&jk=eec953f783461179&vjs=3>

Accounts Assistant/Secretary/Receptionist - Maternity Cover

Full Job Description

- Reconcile payments and reconcile shifts for Service Station including Managing Change
- Answering phones, Greeting Customers, liaising with staff, reporting to Managers, making appointments for servicing/NCT
- Invoicing, Preparing accounts and assisting Accountant
- Preparing Vat Returns
- Other Ad Hoc jobs
- Accepting Payments from Customers and providing customer service for Car Rental
- Office Admin

Qualifications

- 3 + years experience in similar role
- Ability to use Microsoft packages and Big Red Book
- Excellent attention to Detail
- Strongly Organised

Job Type: Temporary

Contract length: 10 months

Salary: From €25,500.00 per year

Benefits: Employee discount

Schedule: Monday to Friday

Expected start date: 29/08/2022

Apply on: <https://ie.indeed.com/viewjob?cmp=O-Connor-S%2FS-Tralee-Ltd&t=Account+Assistant+Secretary+Receptionist&jk=cfdb2d814e239fbb&vjs=3>

Cavity Wall and Attic Insulation Installers Required x 4

- A valid safepass and manual handling certificate is essential
- A full clean driving licence B or C1 is an advantage
- Previous construction industry experience is also an advantage, but full training will be provided
- This is a full time permanent position
- Good rate of pay
- Overtime available
- Travel allowance paid

To apply, please send your Curriculum Vitae and cover letter to enquiries@kingdominstallation.ie

Medical Secretary

Experienced Medical Secretary required for longterm leave and holiday cover. Healthone knowledge an advantage. Trainees accepted. **Please contact Angela on 06821100.**

Anabla Play School is currently seeking an

Early Years Educator

Monday-Friday 9am-12pm.

Qualifications & Experience:

- Minimum level 5 Childcare Qualification.
- Previous experience in a childcare setting an advantage.

References and Garda Vetting Applies.

Please forward C.V. and cover letter to AnablaPreSchool@outlook.com

Warehouse Operative

Job Description: 40 Hours p/w

Mon - Fri 9.30am to 6.30pm

Job Summary

- This position is responsible for loading, unloading, shipping, receiving, scanning, sorting, and stocking packages.
- This position performs other tasks as assigned in a fast-paced environment.
- Responsibilities:
Learns and properly executes UPS package handling methods.
Loads and unloads UPS packages into trailers and vans.

Qualifications:

Warehouse experience - Preferred

Computer data entry experience-Preferred

Forklift experience -Preferred

Job Type: Full-time

Benefits: On-site parking

Schedule: Monday to Friday

Application deadline: 20/08/2022

Reference ID: F401

Apply on: <https://ie.indeed.com/viewjob?cmp=L.O.C.-FREIGHT-LIMITED&t=Warehouse+Operative&jk=36204ae192b864f1&vjs=3>

Bar Staff

We are currently recruiting Bar Staff. The ideal candidate must have excellent customer service skills along with Food and Beverage service skills. Flexible working hours available as this role will involve days, evenings and weekend shifts. Please submit your CV if you feel this role is suitable to you, we look forward to hearing from you.

Job Types: Full-time, Part-time

Part-time hours: 24-39 per week

Salary: From €10.50 per hour

Benefits:

- Flexitime
- On-site parking

Schedule:

- Monday to Friday
- Weekend availability

Ability to commute/relocate: Basin View, Tralee, CO. Kerry V92: reliably commute or plan to relocate before starting work (required)

Experience: Hospitality: 1 year (preferred)

Language: English (required)

Work authorisation: Ireland (preferred)

Expected start date: 13/08/2022

Apply on: <https://ie.indeed.com/viewjob?cmp=Brandon-Hotel&t=Bar+Staff&jk=31ec24dfaa161e95&vjs=3>

Van Delivery Driver

We are looking for responsible delivery drivers to distribute parcels promptly to our customers.

Responsibilities

- Deliver a wide variety of items to different addresses.
- Follow route and time schedule
- Load, unload, prepare, inspect and operate a delivery vehicle.
- Follow regulations and safety standards

Skills

- Proven working experience as a Delivery Driver.
- Valid full driver's B licence.
- Excellent organizational and time management skills.
- Good driving record with no traffic violations.

Job Type: Full-time

Job Start date: Immediate

Job location : Farranfore

Benefits: On-site parking

Schedule: Monday to Friday

Licence/Certification: B Driving licence (required)

Apply on: <https://ie.indeed.com/viewjob?cmp=L.O.C.-FREIGHT-LIMITED&t=Van+Delivery+Driver&jk=2ed4a22bb5acc5f8&vjs=3>

Siamsa Tíre is currently recruiting two Finance roles:

Finance and Operations Manager Recruitment Pack 01082022 – 3 year contract.

Accounts Assistant Recruitment Pack 01082022 – 2 year contract.

For further information on these opportunities and for application details please link to the job descriptions by clicking on the job opportunity Recruitment Packs listed above.

Deadline for applications is 12 noon on Monday 12th September 2022. Interviews will take place week commencing 26th September.

<https://siamsatire.com/about-us/job-opportunities/>

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

<u>Title</u>	<u>Region</u>	<u>Listed</u> ▼	<u>Expiry Date</u>	<u>Category</u>
<u>Foróige: Project Worker - West Iveragh UBU</u>	Co Kerry	08/08/2022	18/08/2022	Children & Youth
<u>Tralee Community Training Centre: Manager</u>	Co Kerry	03/08/2022	12/08/2022	Community
<u>Resilience: Support Worker - Rathmore</u>	Co Kerry	03/08/2022	31/08/2022	Community, Health
<u>Shannow Family Resource Centre: Family Support Worker</u>	Co Kerry	22/07/2022	12/08/2022	Community
<u>Listowel Family Resource Centre: Children's Centre Co-ordinator</u>	Co Kerry	19/07/2022	29/08/2022	Children & Youth, Community

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

RECEPTIONIST MEDICAL SECRETARY

REQUIRED FOR NORTH KERRY AREA
Part-time position

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

GLENSIDE TRAVEL

BUS DRIVER REQUIRED FOR SCHOOL RUN

D & D1 Licence

PSV Driver also required for School run

Contact Peter on 087 6775826
Email: glensidetravel@gmail.com



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

Applications are invited for the following posts based in the Kerry Campus:

- Societies Officer – Career Break Cover
- Careers Officer – Career Break Cover
- Biological/Analytical Science Laboratory Technician

Closing date for receipt of completed application forms is 1.00pm on Friday 19th August 2022.

All applications must be made online at

www.mtu.ie/vacancies

MTU is an equal opportunities employer.

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.



BORD OIDEACHAIS
AGUS OILIÚNA CHARRAI
KERRY EDUCATION
AND TRAINING BOARD

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

JOB OPPORTUNITY

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.

Applications are invited from suitably qualified persons for the following post which may arise:

Permanent Assistant Staff Officer (Grade IV) Post

Centre of first assignment: Coláiste Na Sceilge, Caherciveen, Co Kerry

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 **12.00 noon Friday, 12th of August.**

Colm Mc Evoy
Chief Executive

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 higher than the minimum standards set out.

Kerry Education & Training Board is an equal opportunities employer.

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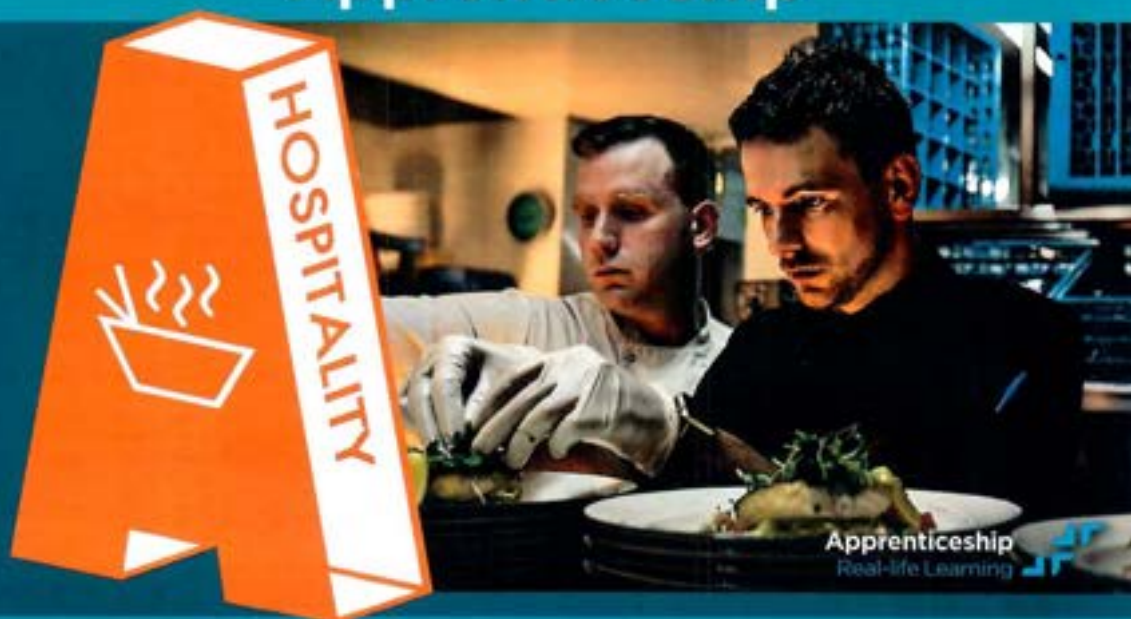
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GENERATION APPRENTICESHIP

www.apprenticeship.ie

National Chef de Partie & National Sous Chef Apprenticeship



BENEFITS OF THIS PROGRAMME:

- Allows you to work and earn while getting to achieve a qualification.
- Gives you time to develop and enhance your skills and techniques with a mentor.
- Provides you with a wide range of career opportunities in any type of food business.
- Opens doors to career progression from Chef de Partie to Sous Chef and Head Chef.

HOW TO BECOME AN APPRENTICE:

To become an Apprentice, you must be currently employed or must obtain employment in a Solas approved establishment. For further information on the application process and to obtain employment with a Solas approved establishment contact Connor details below.
www.apprenticeships.ie

ENTRY REQUIREMENTS:

The minimum age at which the employment of an apprentice may commence is 16 years of age.

CERTIFICATION AND PROGRESSION:

On successful completion of the Chef De Partie Apprenticeship Programme the Apprentice will receive a Level 7 – Bachelor of Art in Culinary Arts. Apprentices who successfully complete the Chef De Partie Apprenticeship Programme will be eligible to progress to the Sous Chef Apprenticeship at Level 8.

CONTACT:

Connor O'Sullivan
National Chef de Partie and Sous Chef Apprenticeship Programme
Business Development Executive
Restaurant Association of Ireland
Email: apprenticeships@rai.ie | Tel: 087 352 0670



www.apprenticeship.ie

Are you looking for new opportunities, pursue a career in culinary. Open new doors to a bright future in a career that can progress in so many ways.

If you have a passion for food immerse yourself in a create career. Start your apprenticeship journey today and contact our team on apprenticeships@rai.ie

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

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.



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AND TRAINING BOARD

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

JOB OPPORTUNITY

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.

Permanent Cleaner Post

Initial assignment to Kerry College, Denny Street Campus

Application form and further details ie 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 12 noon Wednesday 17th August 2022**.

Colm Mc Evoy
Chief Executive

Kerry Education & Training Board services Gaeltacht areas.

Cuirfear fáilte roimh chomhfhreagras i nGaeltige.

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.

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YASISH FASHION HOUSE LTD REQUIRE

INDIAN CURRY CHEF

LOCATION - LISTOWEL CO. KERRY
HOURS OF WORK - 39 HRS WEEKLY
REMUNERATION - €31,000 YEARLY

DESCRIPTION OF JOB

- Substantial background in working with tandoor and preparing delicious curries
- Specialties include traditional tiffins tandoori chicken dal makhani kebabs Indo-Chinese Manchurian and ladoos
- Experience with various Indian food recipes plating styles ambience and presentation
- Familiar with Indian culinary cooking methods products and techniques. Strong background in sustained and Indian influenced practices utilized in the culture and cuisine
- Organized planner of menu development focused on Indian food items
- Knowledge of Indian spices and cooking tools
- Comfortable adjusting food to taste diet etc.
- Certified and licensed in the handling of food

Tel: Rakesh 089 9721258 or email yasishgroup@gmail.com

Tralee Community Training Centre CLG

Manager - Tralee Community Training Centre

Tralee Community Training Centre is an integrated community education service, located in Monavalley, which offers education and training opportunities to young persons in County Kerry.

We are currently recruiting a Full-Time Manager for the Community Training Centre which facilitates and provides an alternative education, vocational training and personal development programme that can accommodate approximately up to 40 early school leavers

The Manager will oversee the day-to-day operation and administration of the Community Training Centre including delivery of budget and strategic objectives. The position requires a candidate with the ability and experience to provide leadership and direction to oversee and ensure the continued development of a successful youth education and training intervention provision for young persons in County Kerry.

The Manager will ensure the provision of appropriate programmes at the Centre and oversee learner recruitment and assessment. The Manager will ensure that appropriate certification is furnished, that standards are maintained and progression pathway opportunities are maximised.

The ideal candidate should demonstrate strong team management, initiative, communication, target marketing and planning skills. An evident experience, knowledge and understanding of early school leaving difficulties, retention issues, youth education and training, child protection and other relevant, pertinent youth legislation is a decided advantage.

The successful candidate will hold a recognised degree level qualification and shall have a minimum of three years management experience and shall possess excellent communication and interpersonal skills.

The nationally agreed salary scale for a CTC Manager is applicable.

Applicants should submit a Curriculum Vitae and covering letter to the:
Board of Management, Tralee Community Training Centre, c/o Kerry Education and Training Board, Centrepoint, John Joe Sheehy Road, Tralee, County Kerry. V92 P2FE.

The sealed envelope should be *clearly marked* for: "The Attention of The Chairperson". Candidates are requested to include their Eircode on the exterior of the envelope - not a full address.

The closing date for applications is Friday, August 12th 2022

For further information and a detailed Job Specification please contact The Company Secretary at: noelkee2@gmail.com



board ceolachais agus oiliúna chomair
Kerry Education and Training Board



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Kerry Education and Training Board



Tap2Tip

PART-TIME TELESALES APPOINTMENT SETTER

- Flexible hours
- Min 20hrs per week
- Good pay rate
- Excellent incentive bonuses
- Work from home or office
- Min 2 years experience

Email CV to info@tap2tip.ie
by Friday 26th August

www.tap2tip.io
RDI Hub, Killarney Rd, Killorglin, Kerry

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. 1,200 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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AGUS OIDEOLA CHIERRAI
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 POSTS

Applications are invited for the following Fixed Term/Specific 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.

Gaelcholáiste Chiarraí	Hours
GCS 22.23.44 Ceol (Taithí as bheith ag máineadh Stair ina bhuntáiste) (Clúdach saoire thuismitheoireachta)	11
GCS 22.23.45 Birtheolaíocht (Saoire Mháthmhadais)	22

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.keerryetb.ie/opportunities and return by email only to jobs@keerryetb.ie.

No C.V.s, only official application form will be accepted.

Applications by **email only** must be received not later than **12.00 noon Wednesday 24th August 2022.**

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.

Cairfeall fáilte roimh chomhfreagras i nGaeltacht.

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

Carvassing 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.

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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.



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AGUS OILÚNA CHAIRRE
KERRY EDUCATION
AND TRAINING BOARD

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

TEACHING POST

Applications are invited for the following Specific 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.

Coláiste na Ríochta	Hours
CNR 22.23.43 English (Experience of teaching Special Education is an advantage) (Maternity Leave Cover)	22

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.

Applications by email only must be received not later than 1pm Monday 15th August 2022.

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.

Cuirfear fáilte roimh chomhfhreagras 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.

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LANE BROS.
HOMESTORE

FULL TIME
Furniture
Sales Person
Required

Lane Bros Home Stores, Tralee are expanding and have acquired exclusive new ranges of furniture. To prepare for the increased interest, we are looking to recruit a full time sales person.

Please email your resume and letter of application to
timmy@lanebros.ie
by Thursday 18th August

All applications will be held in the strictest confidence
Lane Bros Home stores are an equal opportunity employer



O'DONOGHUE RING
COLLECTION



MTU

Official Technological Member
Munster Technological University

**A LOT HAS
CHANGED, SO
HAS THE WAY
WE WORK...**



CONSIDER A
**CHEF APPRENTICESHIP
PROGRAMME** WITH MTU AND
THE O'DONOGHUE RING COLLECTION

In partnership with MUNSTER TECHNOLOGICAL UNIVERSITY
for a step in the right direction.

For more information reach out to us at careers@odrhotels.com or call us on 064 662 2091



A Collection of Experiences



Shannow Family Resource Centre, The Cloisters, Abbeydorney, Co Kerry

Are looking to recruit:

A Full-Time FAMILY SUPPORT WORKER (35 hours per week Mon-Fri)

Shannow Family Resource Centre was established in 2008 and is part of the National Family Resource Centre Programme funded by Tulsa, the Child & Family Agency. Shannow Family Resource Centre (FRC) adopts a strong community development approach to working with children, families and the community. Equality, empowerment and the active participation of parents, children and community members is central to the approach of the FRC. Shannow Family Resource Centre provides an array of services and programmes such as: family support, parenting programmes, children's activities, counselling, education and training courses.

The overall aim of the Family Support Worker position is to: provide one-to-one support to families; assist them in accessing community and statutory services; work with parents and children in a way that supports positive child development, child-parent relationship and overall child and family well-being; and utilise the Meitheal model to identify and respond to the strengths and needs of children and families.

The ideal candidate should have:

- A minimum of 2 years experience working in a related field.
- Experience and knowledge of family and parental support and relevant programmes.
- Proven experience of providing one-to-one support, facilitation and group work.
- Experience of networking and liaising with voluntary, community and statutory agencies.
- Experience of teamwork and working on own initiative.
- Experience of programme planning, evaluating and report writing.
- Excellent IT skills including the use of Microsoft Office.
- An interest in their own training and development.
- Full clean driver's license and own transport.
- Knowledge of Meitheal and Tusla's Prevention, Partnership and Family Support and Child Protection and Welfare is preferred.
- A recognised 3rd level qualification in Social Care / Family Support or other relevant field is preferred.

Salary: €32,000 - €33,500 (full-time permanent position subject to continued funding)

Please Note: Garda Vetting will apply.

Application for this position is **by application form only** (No CVs and/or cover letters will be accepted).

For application forms please see the advert listed on activelink.ie or contact Shannow FRC on 066 7198018 or email shannowrecruitment@gmail.com

Closing Date: Applications must be received by post no later than the 12th of August, 2022 @ 5:00 pm

Late and/or incomplete applications WILL NOT be accepted.

Completed Applications (4 copies required) by post ONLY to be sent to:

Recruitment,
Family Support Worker Position,
Shannow Family Resource Centre,
The Cloisters,
Abbeydorney,
Co. Kerry V92 H924

Shannow Family Resource Centre is an equal opportunities employer. Canvassing will disqualify you automatically. Interviews will take place on August 26th and 29th, 2022.



Community Employment Assistant Supervisor Job Advertisement

NEWKD wishes to recruit a **Community Employment Assistant Supervisor for the TEAM Project - CE Rehabilitation Outreach Scheme**. This scheme is funded by the Department of Employment Affairs and Social Protection.

Primary objectives of the scheme

- To provide persons in recovery from substance misuse issues with meaningful, tailored and flexible training and education opportunities
- To facilitate their progression to further education and training options and/or labour market participation
- To assist participants to work towards economic independence and to be fully integrated within the community

The Role

The role of the **CE Assistant Supervisor**, under the direction of the Supervisor, as the CE Sponsoring Organisation, is to support recovering drug rehabilitation participants to develop their personal, social and work related skills to enable them to participate fully in community and working life. Duties to include: Preparing financial returns, wages, wages claims, material and participant claims and bank reconciliation forms. Completing administration duties such as recording and inputting data, cheque payments books, filing etc.

Person Specification

- **Work Experience**
 - Previous supervisory and people management experience relevant to the post
 - Previous experience in Administration, Project Management and/or Training or other relevant positions; and
 - Experience of addiction issues and working with service users towards rehabilitation.
- **Interpersonal Skills**
 - Effective communication skills;
 - Competent report writing skills;
 - Experience of working with vulnerable individuals and job-seekers;
 - Capable of directing, motivating, coaching and mentoring CE scheme participants
 - Ability to work with other addiction support services;
 - Ability to work as part of a team;
 - Ability to work under the direction of the Sponsoring Organisation for the effective implementation of the CE Programme in line with all areas of the CE Procedures Manual.
- **Qualifications**
 - Major Award at 3rd Level (QQI Level 6 or higher) in Business / Financial Administration, Training ,Addiction studies , Human Resources, Project Management, Social Studies, Community Development or a related discipline;
 - ICT skills essential (e.g. MS Office).



Apply by sending CV and cover letter, clearly stating the role you are applying for to jobapplication@newkd.ie.

Shortlisting may apply. Full driver's licence and access to own transport required. Garda vetting will apply. A panel may be formed.

Closing date for receipt of applications is 5pm on Friday, 12th August 2022

NEWKD is an equal opportunities employer. Canvassing will disqualify.

Community Employment Supervisor Job Advertisement

NEWKD wishes to recruit a Community Employment Supervisor for the TEAM Project - CE Rehabilitation Outreach Scheme. This scheme is funded by the Department of Employment Affairs and Social Protection.

Primary objectives of the scheme

- To provide persons in recovery from substance misuse issues with meaningful, tailored and flexible training and education opportunities
- To facilitate their progression to further education and training options and/or labour market participation
- To assist participants to work towards economic independence and to be fully integrated within the community

The Role

The role of the CE Supervisor, under the direction of NEWKD, as the CE Sponsoring Organisation, is to support recovering drug rehabilitation participants to develop their personal, social and work related skills to enable them to participate fully in community and working life. Duties to include: Preparing financial returns, wages, wages claims, material and participant claims and bank reconciliation forms. Completing administration duties such as recording and inputting data, cheque payments books, filing etc.

Person Specification

- **Work Experience**
 - Previous supervisory and people management experience relevant to the post
 - Previous experience in Administration, Project Management and/or Training or other relevant positions; and
 - Experience of addiction issues and working with service users towards rehabilitation.
- **Interpersonal Skills**
 - Effective communication skills;
 - Competent report writing skills;
 - Experience of working with vulnerable individuals and job-seekers;
 - Capable of directing, motivating, coaching and mentoring CE scheme participants
 - Ability to work with other addiction support services;
 - Ability to work as part of a team;
 - Ability to work under the direction of the Sponsoring Organisation for the effective implementation of the CE Programme in line with all areas of the CE Procedures Manual.
- **Qualifications**
 - Major Award at 3rd Level (QQI Level 6 or higher) in Business / Financial Administration, Training ,Addiction studies , Human Resources, Project Management, Social Studies, Community Development or a related discipline;
 - ICT skills essential (e.g. MS Office).



Apply by sending CV and cover letter, clearly stating the role you are applying for to jobapplication@newkd.ie.

Shortlisting may apply. Full driver's licence and access to own transport required. Garda vetting will apply. A panel may be formed.

Closing date for receipt of applications is 5pm on Friday, 12th August 2022

NEWKD is an equal opportunities employer. Canvassing will disqualify.



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, Centrepoint, 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.

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 higher than the minimum standards set out.

Kerry Education & Training Board is an equal opportunities employer.

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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.

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"

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. **Ref: CES-2216803**
KDYS Youth Centre, KILLARNEY. **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

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/>

- 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

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>

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:

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

- 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: cragreenemployment@gmail.com

Address: Cragreen Employment Ltd, Cragreens, Castleisland, Co. Kerry

Location	Jobs No	Position	Closing Date	Vacancies
Cordal	2212467	Cleaner	02/09/2022	1
Rath Oraigh, Tralee	2211714	Cleaner/Maintenance	02/09/2022	1
St Brigid's, Tralee	2215937	Caretaker (Evenings)	02/09/2022	1
St Brigid's, Tralee	2231445	Caretaker (Mornings)	02/09/2022	1
Listowel FRC	2215939	Kitchen Porter	02/09/2022	1
Waterville	2215940	Cleaner	02/09/2022	1
Ardfert	2212530	Childcare Assistant	02/09/2022	1
Ballybunion	2220742	Childcare Assistant	02/09/2022	1
Ballyheigue FRC	2215942	Childcare Assistant	02/09/2022	1
Camp	2215943	Childcare Assistant	02/09/2022	1
Dromid	2215924	Childcare Assistant	02/09/2022	1
Glenbeigh	2235395	Childcare Assistant	02/09/2022	1
Kilgarvan	2215926	Childcare Assistant	02/09/2022	1
Killorglin, Scamps and Scholars	2223548	Childcare Assistant	02/09/2022	2
Listowel	2231478	Childcare Assistant	02/09/2022	1
Listry	2215928	Childcare Assistant	02/09/2022	1
Milltown	2215929	Childcare Assistant	02/09/2022	2
Scartaglen	2215930	Childcare Assistant	02/09/2022	1
St Brigid's, Tralee	2212473	Childcare Assistant	02/09/2022	1
Valentia	2215931	Childcare Assistant	02/09/2022	1

Joan Pembroke 085 8659517

Katie Clarke 085 8856919

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

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



**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	6/9/2022	CES -2236235
Sport Club Admin Assistant	Killarney Celtic	1	6/9/2022	CES-2230699
Sport Club Admin Assistant	Spa GAA, Killarney	1	18/8/2022	CES-2233890
Contact Siobhán for more information 087 3849451				

Job Title	Location	No. of Postions	Garda Vetting	Closing Date	Job Ref. No
Maintenance	Ballymacelligott	2	No	05/09/2022	#CES2233864
Cleaner	Ballymacelligott	1	No	05/09/2022	#CES2233851
Tour Guide	Blenerville Windmill	2	Yes	05/09/2022	#CES-2233846
Office Administrator	Firies, Marian Hall	1	No	06/09/2022	#CES-2233844
Maintenance	Ballymacelligott GAA Grounds	1	No	06/09/2022	#CES2236795
Charity Shop Assistant	Tralee Down Syndrome	1	Yes	06/09/2022	#CES2231510
Maintenance	Currow	2	No	05/09/2022	#CES2233850
Social Media Co-ordinator	Ballymacelligott	1	Yes	06/09/2022	#CES-2230388
Caretaker	Brosna	1	Yes	05/09/2022	#CES-2231652
Maintenance	An Ríocht	1	No	14/09/2022	#CES-2237282

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

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@dynamoskdipark.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@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.

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.



Great
Learning

**FREE
TRAINING**

**On-the-Job
TRAINING**



An Roinn Coimíre Sóisialaí
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 aswell 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





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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@friendsofableceproject.ie

Job Title	Location	No of Positions	Garda Vetting	Closing Date	Job Ref No.
HouseKeeper Adapt Women's Refuge	Tralee	2	Yes	13/09/2022	#CES2225306
Pitch Maintenance/Caretaker	Tralee	1	No	13/09/2022	#CES2225307
Maintenance/Caretaker – Enable Ireland Children's Service	Tralee	1	Yes	13/09/2022	#CES2225308
Office Assistant – Employability Kerry	Tralee	1	Yes	13/09/2022	#CES2225310
Community Link Worker – KTDP	Tralee	1	Yes	13/09/2022	#CES2225311
Building Maintenance – Adapt Women's Refuge	Tralee	1	Yes	13/09/2022	#CES2225312
Maintenance/Relief Driver – Tralee Tidy Towns	Tralee	1	No	13/09/2022	#CES2225313
Office Assistant – Friends of ABLE	Tralee	1	No	13/09/2022	#CES2225319
Administration Assistant – Enable Ireland Children's Service	Tralee	1	Yes	13/09/2022	#CES2226554
Administrator/Care Assistant – Enable Ireland Adult Services	Tralee	1	Yes	13/09/2022	#CES2233536
Green Keeper – Pitch & Putt Club	Tralee	1	No	13/09/2022	#CES2234410
Maintenance/Cleaner	Tralee	1	No	13/09/2022	#CES2235484



Fitzgerald Stadium Committee LTD

COMMUNITY EMPLOYMENT POSITIONS

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

Sports Grounds Maintenance worker x 2

Duties include:

- Mowing pitches
- Strimming
- Lining of pitches
- Cleaning Dressing rooms
- Painting & Power washing
- General maintenance
- Litter picking & disposal

❖ Positions are 19.5 hours per week

Please contact Theresa O' Mahony 064 6631700 or tomahony@fitzgeraldstadium.ie



COMMUNITY EMPLOYMENT POSITIONS

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

CES-2237735 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-2238153 Ware House 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

CES-2237733 Maintenance Person John Mitchel's GAA

Duties:

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

CES-2238155 Caretaker/ Cleaner Ragoonane Community Centre

Duties:

- Painting, general external/internal repairs, garden and shrub maintenance, rubbish collection inside and outside the building, cleaning.
- Open up and lock up for groups using the centre during the week
- Cleaning of all offices and rooms when required
- Washing and vacuuming of floors when required
- Setting up rooms for meetings/groups
- Some manual handling eg. Maintaining water supply to the offices

CES-2238157 Care taker position Arlington Lodge (Novas Initiatives) – NEWKD

Duties:

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

CES-2238159 Horizons / Ardfert Christian Media Trust, Diocese of Kerry Production Assistant

Duties:

- General administration
- Updating Diocese of Kerry website
- Editing recorded material for 'Horizons' radio programme
- Preparing voice-overs and interviews
- Recording and editing programme segments
- Researching relevant topic linked to faith and spirituality
- Maintaining records
- Contributing ideas for 'Horizons' and the website
- Other duties as required

CES-2238160 Accounting Assistant – NEWKD

Duties:

- All aspects of keeping orderly financial records
- Preparing and updating spreadsheets (Excel)
- Photocopying, Filing & Scanning
- Performing Manual Accounts
- Computerised Accounts
- Linking with full-time administrative worker
- Other duties as required

CES-2238161 Administrative Assistant – NEWKD

Duties:

- Provide Admin Support to officers as requested
- Assist with filing
- Course Work
- Workshops
- Information events
- Actively assist with the organisation of Community Projects including Play events
- Demonstrate an understanding of the importance of confidentiality in the workplace
- Basic IT Skills and ability to communicate essential

CES-2238165 Receptionist / Secretary NEWKD

Duties to include:

- answering telephone
- taking messages
- logging and transferring calls
- meeting and greeting members of the public
- dealing with client queries
- typing
- photocopying
- general office duties as required
- Knowledge of Microsoft Office.

Please send CV's 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 is the 25th of August 2022



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/>



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



NEWKD

TECH Co.

LAPTOP LOAN SCHEME

DONATIONS WANTED TO NEWKD

DONATE YOUR OLD LAPTOPS:
 email: robertcaroy@newkd.ie

Tralee Chamber Alliance

NEWKD

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 Postaíochta agus Coimirce Sóisialaí
 Department of Employment Affairs and Social Protection



YEI service

ISLAND POINT

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15-24 years?

Not in education, employment or training?

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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 Forbartha
Faoisre 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*



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/>

LEARN ENGLISH

FREE CLASSES

Conversation English Classes
Tuesdays on Zoom | 7pm - 8pm

To Register Email:

LorraineBowler@newkd.ie



The above information is provided for information only. It is not intended to constitute an offer of any financial product or service. For more information, please contact the relevant provider.

fáilte isteach
Welcoming Migrants Through Learning
English Classes



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**



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

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



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AND TRAINING BOARD

Courses are offered subject to demand and applicants meeting entry requirements. Limited places available on certain courses.



Rialtas na hÉireann
Government of Ireland



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Eagraíocht um an
Eoraip a bheith
comhlánaithe.

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Campus

Denny Street
Campus

Killorglin
Campus

Listowel
Campus

Monavalley
Campus

KERRY COLLEGE NOW DELIVERING PATHWAY COURSES

(Formerly known as VTOS)



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Introducing QQI Levels 3 and 4 courses in Tralee, Listowel, Killarney, and Killorglin. Visit our website or call the Admissions Office for full details.

Tralee

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Information and Communications Technology (L4)

Killorglin

General Learning (L3)
Employment Skills (L4)
Office Skills (L4)

 (066) 71 49696

 info@kerrycollege.ie

 7, Denny Street, Tralee

www.kerrycollege.ie

NOT SURE WHAT TO DO?

Kerry College is now hosting general Admissions Hubs in Killarney, Listowel, Tralee, Killorglin, Kenmare, Caherciveen, and Dingle. Scan the QR Code to find out more...



KERRY COLLEGE

Listowel Campus



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of Further Education & Training

Course Title	Start Date
Advanced Business with Marketing	05/09/2022
Animal Care	05/09/2022
Applied Social Studies	05/09/2022
Community Development & leadership	05/09/2022
Hairdressing	05/09/2022
Healthcare Support	05/09/2022
Information and Communications Technology (Level 4) PATHWAY	05/09/2022
Medical Administration (Office Administration)	05/09/2022
Nursing Studies	05/09/2022
Office Administration	05/09/2022
Office Skills (Level 4) PATHWAY	05/09/2022
Photography	05/09/2022
Pre-University Arts (Cultural & Heritage Studies)	05/09/2022
Special Needs Awareness & Assisting (Inclusive Education & Training)	05/09/2022
Stage One Advanced Certificate in Early Learning and Care	05/09/2022

Contact the Admissions Office

(066) 7149696

info@kerrycollege.ie

7 Denny Street, Tralee



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15 WEEKS FULL TIME | **TRALEE**
FULLY FUNDED

APPLICANTS MAY BE ELIGIBLE FOR A WEEKLY LEARNER
PAYMENT SUBJECT TO CERTAIN CRITERIA

WWW.KERRYCOLLEGE.IE

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/>

HAVE YOU A NATURAL FLAIR FOR HAIRDRESSING?
Check out this 44 week course with Kerry College.
Choice of Locations | High Spec Facilities | No Fees



A promotional image for a hairdressing course at Kerry College. It features a male hairdresser in a black shirt styling a woman's hair. The Kerry College logo is in the top right corner. The text 'HAIRDRESSING' is prominently displayed in the center, with 'Monavalley Campus | Listowel Campus' and '05/09/22' below it. The website 'www.kerrycollege.ie' is at the bottom.

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.../>



A promotional image for a Medical Administration course at Kerry College. It features a smiling woman's face on the left. The Kerry College logo is in the top right corner. A yellow box contains 'SEPTEMBER 2022'. The text 'MEDICAL ADMINISTRATION' is prominently displayed, followed by '39 WEEKS | FULL-TIME | NO FEES'. Below that, it says 'GET FULLY QUALIFIED IN JUST 39 WEEKS' and 'HIGH EMPLOYMENT RATE IN MEDICAL SECTOR'. At the bottom, it states 'LEARNERS MAY QUALIFY FOR A WEEKLY PAYMENT SUBJECT TO CERTAIN CRITERIA' and a yellow box with 'APPLY NOW: www.kerrycollege.ie'.

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

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

Have you a passion for cooking? Study with Kerry College and turn your passion into a career!

Browse all our hospitality related courses here:

<https://kerrycollege.ie/.../tourism-hospitality-culinary.../>



Employment | Progression | Apprenticeship

KERRY COLLEGE
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PROFESSIONAL CULINARY COURSES

FOOD PREPARATION AND COOKING (CULINARY ARTS)
C&G Level 2
(QQI Level 4)

PROFESSIONAL COOKERY
QQI Level 5

NO FEES*

Visit www.kerrycollege.ie to browse and apply for a full range of courses!

*Applicants may be eligible for a learner payment subject to certain criteria

Tralee | Killarney | Listowel

- Choice of Location
- High Employability Rate
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- Advance to Third Level Education

APPLY TODAY:

<https://kerrycollege.ie/.../early-learning-and-care.../>



Employment | Progression | Apprenticeship

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of Further Education & Training

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- Three Locations
- QQI Level 5 Major Award
- 39 Weeks
- Free

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childcare

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



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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



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 CHAIRRAÍ
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.

6S3372

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

THERE ARE TWO MODULES:

6N3326

TRAINING DELIVERY & EVALUATION

6N3325

TRAINING NEEDS, IDENTIFICATION & DESIGN

MINOR AWARDS WILL BE OFFERED IN THE FOLLOWING:

PALLIATIVE CARE

5N3769

Wed 7.00pm - 10.00pm Starting 12/10/22

ANIMAL GROOMING

5N0752

Tue 7-10pm
Plus 4 Saturdays Starting 20/09/22

PRINTMAKING

5N1373

Thur 9.30am - 2.30pm Starting 15/09/22

PLANT PROPAGATION

4N1990

Thur 9.30am - 1.30pm Starting 8/09/22

DESIGN

4N1139

Fri 9.30am - 1.30pm Starting 16/09/22

DRAWING

4N1878

Mon 9.30am - 1.30pm Starting 24/10/22

ESTABLISHING TREES & SHRUBS

4N0666

Wed 9.30am - 1.30pm Starting 26/10/22

COMMUNITY EDUCATION

INTRODUCTION TO POTTERY

Mon 7.15pm - 9.30pm Starting 3/10/22 for 6 weeks

UPCYCLING FURNITURE

Wed 7pm - 9.30pm Starting 21/09/22 for 6 weeks

CHAIR YOGA

Wed 12 - 1pm Starting 21/09/22 for 6 weeks

FIND YOUR PERSONAL STYLE

Wed 10am - 12pm Starting 21/09/22 for 6 weeks

YOGA

Mon 7-8pm Starting 19/09/22 for 6 weeks

GENEALOGY

Mon 7-10pm Starting 26/09/22 for 10 weeks

DRAMA

Wed 7-9.30pm Starting 5/10/22 for 8 weeks

HEALTHY COOKING MADE EASY!

Tues 10am - 1pm Starting 15/11/22 for 6 weeks

CHRISTMAS CRAFTS

Wed 7 - 9.30pm Starting 16/11/22 for 5 weeks

OTHER COURSES

FOUNDATION COURSE IN COUNSELLING

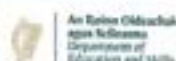
This course is an introduction to the basic concepts and theories of counselling with an emphasis on personal growth, the course is suitable for anyone that may be considering a career in counselling or wish to develop their communication skills and gain a deeper understanding of the importance of relationships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





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
- HOUSING
- HEALTH
- EMPLOYMENT RIGHTS
- FAMILY MATTERS
- 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.

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or find us FB @ Listowel Jobs Club.

Location:

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



An Roinn Coláiste Sóisialaí
Department of Social Protection



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

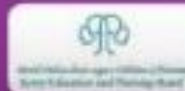
facebook.com/NLNTralee/



National Learning Network

Investing in People, Changing Perspectives

 **HE** Healthcare to Healthy Lives
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@nl.n.ie

www.nln.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@nl.n.ie

🌐 www.nln.ie

📘 facebook.com/NLNireland

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




Bord Oideachais agus Oiliúna Chiarraí
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@nl.n.ie
- 🌐 www.nln.ie
- 📘 [facebook.com/
NLNTralee](https://www.facebook.com/NLNTralee)



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



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.

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

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

European Union
European Regional Development Fund

Cúrsaí Ábha Eireann
Local Authorities Ireland

ENTERPRISE IRELAND