



TRALEE LOCAL EMPLOYMENT SERVICE

WEEKLY NEWSLETTER

18th 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 Fiontairíochta Ábhaile (LES) maoinithe ag Roinn na Málairt agus na Roinn Coimiseoir Sóisialaigh



An Roinn Coimiseoir Sóisialaigh
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/>

Student Support Administrator

Pitman Training Kerry are now recruiting for the position of Student Support Administrator

Do you enjoy working with people and helping them progress in their career?

Do you want to get paid while studying?

Optimize your resume with Internationally recognised qualifications?

Do you possess excellent administration skills with a keen eye for detail?

Would you like to optimize your career with a company who cares?

Then....

Welcome to Pitman Training

As Pitman Training's Student Support Administrator, you will be accountable for the delivery of all courses and to take responsibility for the day-to-day running of the training centre. You are primarily responsible for ensuring that all Pitman Training's students are supported, resourced, and satisfied with a remarkable level of service at the centre. You are also responsible for sharing with your colleagues in working as a team to support all students and colleagues alike in the company training network.

Watch the following video for more information: <https://www.youtube.com/watch?v=oc0yvKeKRSE>

You'll play an important role in:

- Student Welfare/student Tracking, provide all students with support
- General administration tasks
- Performance KPI'S
- Student performance
- Sharing the task of managing centre's

To succeed in the role:

- Availability to work on some Saturdays and on average one evening each week
- Experience in administration, customer service or related role
- Communication and problem - solving skills
- Self-motivated
- strong ability to prioritise and work to deadlines
- Have an interest in career progression
- Full driving licence & own transport

What we can offer you:

- Full Training/ free courses
- Sick leave
- Opportunities to upskill and progress your career while getting paid
- Company social events/ Team building
- Free on- site parking
- Two wellness days on top of your Holidays
- Coffee mornings/ different fun days
- Employee Well-being programme
- Subsidised or free travel

Job Types: Full-time, Permanent

Salary: From €25,000.00 per year

Additional pay:

- Bonus pay
- Performance bonus

Benefits:

- Company events
- Free or subsidised travel
- On-site parking
- Sick pay

Schedule:

- 8 hour shift
- Monday to Friday
- Weekend availability

Application deadline: 26/08/2022

Expected start date: 05/09/2022

Apply on:

https://ie.indeed.com/viewjob?ik=7f70d1bc2625c708&l=Tralee%2C+County+Kerry&tk=1qaqapseqsp6s800&from=web&advn=1321968167065135&adid=395981189&ad=6NYlbfkN0Ax5nTccQ3boB21lbEU9G4e9EqAfxbhBX26lpZ-i1Oyu13ZiApCfEZNg-lw_k3S5G4VNRkf1EWJIMWj0s9Ndf5OsDmEPkc6tg358EkaPLEm1w1blrf3zbCuWi33U7WhDEIKu8fzwdwgnvSPaYxj10ePUOCxGH6QQYiFScenhUy54LUN1Jut7W5uXDdpW11OILwh5bwwh8IKedGgiJe_qkMrloR32SZ_E5fcid5hrrmFeNlxoim8oH4Sd9xy6ZuEHHEI4cWcaatH3Y13zN3O6LqgRW-1cYx0BGf08tUbl6KU3YvD4Kpm0zsyHHWV_dHoFbJhtf56eaE1qHd2z0VXWnMvypEPzTgMoODj95MTkbDvH803woHZ&pub=4a1b367933fd867b19b072952f68dceb&xkcb=SoC4-M3aQdoShwHAJ0LbzkdCdPP&vis=3

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

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

We are now recruiting for the position of

Food Court Assistant.

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

Hours of work Full Time

This position pays a competitive **hourly** rate.

The ideal candidate for this role will:

Have excellent Customer Care Skills

Be legally entitled to work full-time in Ireland

Be enthusiastic and willing to learn

Have at least 1 years Food Court/ Deli experience

Job Types: Full-time, Permanent

Salary: €10.50-€13.00 per hour

Additional pay: Tips

Benefits: Food allowance

Schedule:

- 8 hour shift
- Day shift

Experience: Food Court/ Deli: 1 year (preferred)

Apply on: <https://ie.indeed.com/viewjob?cmp=knockbrack-catering-ltd.&t=Food+Court+Assistant&jk=f624b0052ef24e09&vjs=3>

Patient Service Representative - Tralee Office

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

We have full time time opportunities available to work from our Tralee office. We are looking for candidates with a passion for providing an excellent client experience. Our hours of operation cover multiple shifts as we work with both Irish and US clients. The hours for this particular role are typically between 1pm and 10pm, Monday to Friday.

Responsibilities:

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

Requirements:

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

Desirable Qualifications:

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

What happens next?

We will screen your CV, and if selected you will be sent an application form. Based on your eligibility from the application, we will send you a 5 minute assessment to complete, and thereafter will contact you for a pre screening telephone call and later an interview.

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

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

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

RelateCare is an equal opportunities employer.

Job Type: Full-time

Benefits:

- Employee discount
- On-site parking
- Wellness program

Schedule:

- 8 hour shift
- Monday to Friday
- No weekends

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

Application question(s): Have you ever worked in a call centre before?

Experience: Customer Service: 1 year (preferred)

Apply on:

https://ie.indeed.com/viewjob?jk=5d0ec718ea068d7b&l=Tralee%2C+County+Kerry&tk=1gagapseqsp6s800&from=web&advn=6128594119963327&adid=395911365&ad=6NYIbfkN0DaimIGJvQxBTbq7VqtCos1YS6eqKptOU23V6dg8SpQ-9AttXEb4SxYra3orlQu3iEse5auaYx0WbnLCwr3AaJXrhUef68FXzeZTwEWQCq_a1KNrind8Slo4-K0M05_a660SI20XBveYvxrdrbEvTd6OUgiJtPEHy3k7ABMZx_8zjkfbsR1MGR5U7vhT_HPVBZcniY-8EenCcQVg4WDOTwLdOf2c6Z05p4GNIFhHn_gHU7vE6Xuhe46KbPSi6ToS3IQ7GM9oemPhitMCm37OjSBX5ukyDs2h-MkSVyJFM42NiFi-k-IEQOr6FNs2KTpm2Vs5OV94wdH0GhIa6G8Y28ACZIKnMjQK7edKbyn2Wp13vz20ZeJnX&pub=4a1b367933fd867b19b072952f68dceb&xkcb=SoAl-M3aQdoShwHAJ0lbzkdCdPP&vjs=3

Hospitality assistant

As a Hospitality Assistant, you will contribute to a passionate and friendly team working in a fast-paced environment. In return, you will have the chance to progress with a company that invests in its people, celebrates individuality, and rewards and recognises employees who go beyond the plate.

Your key responsibilities will include:

- Greeting and looking after our guests so they go home delighted
- Serving customers, ensuring they receive an easy and seamless personalised experience
- Being knowledgeable about the menu and making recommendations to our guests
- Representing Compass Group UK&I and maintaining a positive brand image
- Complying with Food Handling & Hygiene standards
- Complying with Health & Safety regulations

Main Responsibilities

Our ideal Hospitality Assistant will:

- Have a passion for delivering outstanding service, greeting customers with a smile and serving them with pride
- Take initiative and make decisions that are right for our customers
- Be an excellent team player with great communication skills
- Have a desire to succeed in your role
- Possess the ability to work under pressure

Ideal Candidate

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/15134618?jobboard=indeed&c=organic>

Team Member

Costa Coffee requires a **Team Member** for our store in The Mall, Tralee.

We require candidates to be fully flexible through Monday to Sunday.

At Costa Coffee we are as passionate about our people as we are our great coffee! Being a part of our team gives you the chance to learn new skills in coffee excellence whilst letting your personality shine through. As a Costa Barista you receive full training in delivering every customer with an unbeatable coffee experience, through great customer service and great coffee.

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

Are you:

- Passionate?
- Hardworking?
- Flexible?
- Customer focused?
- Have a desire to learn new skills?
- Love working as part of a team?
- Enthusiastic?
- Passionate about coffee?

Businesses don't make great coffee, people do! And if you answered "yes" to the above questions then you are our kind of person! Email to the address below with your C.V. and cover letter outlining why you feel a career as a Costa Team Member is for you and you could be on your way to starting your new coffee journey. We've all "bean" there so take the first steps today and apply.

Job Types: Part-time, Permanent

Schedule: Fully Flexible

Apply on:

<https://ie.indeed.com/viewjob?jk=73ed67391035f124&tk=1gagapseqsp6s800&from=serp&vjs=3>

Hotel Receptionist

Perform Reception department duties at desk, welcoming and administration of Group , Tour and private business.

Oversee Social media and digital marketing outlets.

Work with management team with regard to hotel operations.

Oversee reservations and allocations.

Job Types: Full-time, Part-time, Fixed term

Part-time hours: 24-39 per week

Salary: From €10.50 per hour

Benefits:

- Gym membership
- Housing allowance
- On-site parking

Schedule: 8 hour shift

Application deadline: 20/08/2022

Expected start date: 15/08/2022

Apply on: <https://ie.indeed.com/viewjob?cmp=Tralee-Hotel&t=Hotel+Receptionist&jk=9961cd3ecea9af1a&vjs=3>

Childcare Practitioner

Childcare Qualification Essential

Salary: To be agreed as is dependent on qualifications and experience.

Working with children from 2 years old to 5 years old.

Main Responsibilities

- Ensuring a high standard of physical, emotional, social and intellectual education and care for children placed in the service.
- Support to the other personnel within the childcare service
- Support the Manager with the day-to-day running of the childcare service in terms of administration.
- Support the manager and staff in providing a varied and stimulating programme, which includes curriculum development that meets the needs of the children.

Main Duties:

- Assist with the organisation and day to day running of the childcare service by developing an effective routine.
- To be responsible, along with the staff team, for developing and reviewing an effective system of communication between parents and staff.
- To assist the staff team and the Manager with setting and implementing objectives and policies for the childcare service.

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

- Ensure adult/child interaction is of an excellent standard.
- To assist in formulating a daily routine for the children this offers a wide variety of activities, but allows for flexibility as the situation/occasion/child demands. The activities offered must allow the children to experience creative, imaginative, manipulative, social and physical play. The children should be given the opportunity to play with natural materials and other age appropriate materials and equipment.
- To assist in the preparation of forward planning for each session and ensuring that any preparatory work is carried out and also to ensure progression of play throughout the year. To ensure the play areas are well equipped and ready for the children when they arrive.
- To assess each individual child's needs within the group and to plan to meet these needs. This will involve listening to, encouraging, stimulating and enabling all children as appropriate in the childcare setting.
- To be responsible for the safety of the children and for the hygiene of the childcare premises/areas.
- To assist in the responsibility for keeping all the childcare records up to date. In association with the Manager, childcare practitioners will ensure that all relevant records, policies and guidelines are in place and are being adhered to.
- To comply with TUSLA regulations and other relevant policies and legislation. To remain updated on childcare legislation.
- To encourage the active participation of all parents using the childcare service and to ensure that they are kept fully informed of their child's overall development and of their group activities.
- To assist the manager in providing support to the childcare team. This will take the form of attending and participating in regular staff meetings, daily debriefings, planning and evaluation sessions.
- To assist manager in supporting volunteers/students on placement in the childcare service.
- To attend regular support and supervision sessions with the Manager.
- Advise the Manager of all matters requiring his/her attention, including duty of care issues, Children's First issues, breach of policies and procedures, special events, fundraising, outings etc.
- Promoting a positive profile of this childcare service and its work.
- Liaising and networking positively with relevant local, regional and national voluntary, community and statutory agencies/organisations, as required.
- Attend all staff meetings and other relevant meetings and training/courses as directed by the Manager and Board of Management.
- Keep strictly confidential any personal information regarding all service users, their families and/or other circumstances that the childcare practitioner learns as part of their day-to-day job. In the interest of child safety the childcare practitioner must inform the Manager of any relevant information regarding a service user attending the childcare service.
- Carry out other relevant duties and responsibilities as requested by the Manager and Board of Management.
- Adhere to ALL policies and procedures of Little Voyagers Childcare, including Child Protection, Health & Safety and Confidentiality.

Job Types: Full-time, Part-time

Schedule: Monday to Friday

Application deadline: 26/08/2022

Apply on: <https://ie.indeed.com/viewjob?cmp=Little-Voyagers-Childcare&t=Childcare+Practitioner&jk=e01ad815b5adb170&vjs=3>

Baby Room Childcare Assistant

Childcare qualification essential.

Working with children aged from 6 months up to 2 years.

Main Responsibilities

- Ensuring a high standard of physical, emotional, social and intellectual education and care for children placed in the service.
- Support to the other personnel within the childcare service
- Support the Manager with the day-to-day running of the childcare service in terms of administration.
- Support the manager and staff in providing a varied and stimulating programme, which includes curriculum development that meets the needs of the children.

Main Duties:

- Assist with the organisation and day to day running of the childcare service by developing an effective routine.
- To be responsible, along with the staff team, for developing and reviewing an effective system of communication between parents and staff.
- To assist the staff team and the Manager with setting and implementing objectives and policies for the childcare service.
- Ensure adult/child interaction is of an excellent standard.
- To assist in formulating a daily routine for the children this offers a wide variety of activities, but allows for flexibility as the situation/occasion/child demands. The activities offered must allow the children to experience creative, imaginative, manipulative, social and physical play. The children should be given the opportunity to play with natural materials and other age appropriate materials and equipment.
- To assist in the preparation of forward planning for each session and ensuring that any preparatory work is carried out and also to ensure progression of play throughout the year. To ensure the play areas are well equipped and ready for the children when they arrive.
- To assess each individual child's needs within the group and to plan to meet these needs. This will involve listening to, encouraging, stimulating and enabling all children as appropriate in the childcare setting.
- To be responsible for the safety of the children and for the hygiene of the childcare premises/areas.
- To assist in the responsibility for keeping all the childcare records up to date. In association with the Manager, childcare practitioners will ensure that all relevant records, policies and guidelines are in place and are being adhered to.
- To comply with TUSLA regulations and other relevant policies and legislation. To remain updated on childcare legislation.
- To encourage the active participation of all parents using the childcare service and to ensure that they are kept fully informed of their child's overall development and of their group activities.
- To assist the manager in providing support to the childcare team. This will take the form of attending and participating in regular staff meetings, daily debriefings, planning and evaluation sessions.
- To assist manager in supporting volunteers/students on placement in the childcare service.
- To attend regular support and supervision sessions with the Manager.
- Advise the Manager of all matters requiring his/her attention, including duty of care issues, Children's First issues, breach of policies and procedures, special events, fundraising, outings etc.
- Promoting a positive profile of this childcare service and its work.
- Liaising and networking positively with relevant local, regional and national voluntary, community and statutory agencies/organisations, as required.
- Attend all staff meetings and other relevant meetings and training/courses as directed by the Manager and Board of Management.
- Keep strictly confidential any personal information regarding all service users, their families and/or other circumstances that the childcare practitioner learns as part of their day-to-day job. In the interest of child safety the childcare practitioner must inform the Manager of any relevant information regarding a service user attending the childcare service.
- Carry out other relevant duties and responsibilities as requested by the Manager and Board of Management.
- Adhere to ALL policies and procedures of Little Voyagers Childcare, including Child Protection, Health & Safety and Confidentiality.

Job Type: Full-time

Salary: To be agreed as is dependent on qualifications and experience.

Schedule: 8 hour shift

Ability to commute/relocate: Little Voyagers Childcare, Ardfert, CO. Kerry V92H0FE: reliably commute or plan to relocate before starting work (preferred)

Application deadline: 26/08/2022

Apply on: <https://ie.indeed.com/viewjob?cmp=Little-Voyagers-Childcare&t=Baby+Room+Childcare+Assistant&jk=406eaa1c3f8f2b8&vjs=3>

Sales Advisor

Job Description

A Business is looking for a full time Sales Advisor with previous experience in flooring & Tiles and bathroom an advantage.

The Business is looking for a candidate who has previous experience selling flooring & tiles and bathroom, also someone who can gain a clear understanding of what's important to each customer so that you can advise them on what best suits their home. The candidate would need to have strong computer skills and have the ability to work on their own initiative to ensure the store is maintained to a high standard. The stores are open 7 days a week so the candidate would need to be able to work weekends where required. Salary is negotiable depending on experience. Plus commission on top of salary once monthly sales target is met.

Responsibilities and Duties

- Take an active part in the internal layout of the store to ensure the appropriate products are displayed merchandised and labelled correctly.
- helping customers with design ideas for their home or business
- Working as part of the team to achieve group goals and targets you will also be expected to achieve your own individual target.
- Ensuring standards for quality & customer service are met in line with the company's standards
- Physically fit to move products around on shop floor
- Liaise with other stores on stock movements transfers and clearance items

Qualifications and Skills

- Previous retail experience in a furniture company sales is desirable
- Customer Service
- Good organizational skills
- Computer literate
- Cash handling
- Complaint handling

Apply on: <https://jobsireland.ie/en-US/job-Details?id=2238778>

Metal Fabrication L6 - Apprenticeship

Job Description

To become a Metal Fabricator in Bolger Fabrications all our apprentices need to meet a minimum standard
PASS MATHS LEAVING CERT

PASS MECHANICAL DRAWING/CONSTRUCTION STUDIES LEAVING CERT/ TECHNICAL DRAWING

A willingness to stay on as an employee for a minimum of 2years after qualification

With this four-year apprenticeship, you will become a fully qualified metal fabricator, with a QQI Level 6 Advanced Certificate Craft – Metal Fabrication

For more information please see apprenticeship.ie

Note: As part of the national apprenticeship system, there are formal requirements for approval of an employer's suitability to train apprentices and for registration of apprentices. Advertising on this site does not guarantee that Employers are approved to recruit and train for apprenticeship positions.

Career Level Not Required

Candidate Requirements

Essential

- [Minimum Experienced Required \(Years\): 0](#)
- [Minimum Qualification:](#) Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme) **OR** Maths and one of the following mechanical drawing/construction studies/technical drawing

Desirable

- [Ability Skills:](#) Communications, Interpersonal Skills
- [Competency Skills:](#) Flexibility, Problem Solving, Teamwork, Time Management
- [Driving Licence:](#) None
- [Languages:](#) English C2-Master (Fluent)

<https://jobsireland.ie/en-US/job-Details?id=2236268>

Mechanical Engineer

MWP are looking for a senior Mechanical Engineer to work between the Tralee and Limerick offices.

Requirements:

5+ years experience.

Level 8 degree or equivalent in Mechanical - - Engineering/Building Services with a strong Design Engineering background.

Working towards or Chartered Engineering status will be an advantage.

Experience in working within client facing positions.

Experience in the Design of Mechanical Services from concept to completion for projects within Healthcare, Residential, Education, Commercial and Industrial Sectors.

Have a good knowledge of all Mechanical/Building Services Design guidelines, building regulations and relevant BS, IS and EN Standard.

Knowledge of AutoCAD/Revit MEP.

Knowledge of Building Services Design Software, such as IES or Hevacomp.

Demonstrate satisfactory knowledge of Energy-Efficient Design and incorporation of renewable energy solutions within projects.

Good computer skills in using standard office software, such as Microsoft Word and Excel.

Understanding of specific building services design tools, such as AutoCAD, Revit and IES.

Be able to simultaneously manage multiple projects.

Possess excellent written and spoken English communication skills.

Have a full current driver's license and own car.

Benefits:

- Competitive salary.
- Hybrid working model.
- Friendly, Flexible working environment.
- Paid Maternity Leave.
- Company Pension Scheme.
- Protection of life and long term illness cover.
- 22 days annual leave.
- Paid professional membership fee.
- CPD Programme with support and mentoring
- Active Sports and Social Club.

Apply on: <https://jobsireland.ie/en-US/job-Details?id=2236558>

Secretary

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

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/>

General operative

We are currently seeking to recruit 2 general operatives with good work ethic,

Can work well with a team.

Experience in construction skills necessary..

Training will be provided.

Please send your cv to arstonecraft@gmail.com

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

Title	Region	Listed ▼	Expiry Date	Category
Pieta: Child & Adolescent Psychotherapists – Tralee	Co Kerry	16/08/2022	31/08/2022	Health, Interest Groups
Foróige: Project Worker - West Iveragh UBU	Co Kerry	08/08/2022	18/08/2022	Children & Youth
Resilience: Support Worker - Rathmore	Co Kerry	03/08/2022	31/08/2022	Community, Health
Listowel Family Resource Centre: Children's Centre Co-ordinator	Co Kerry	19/07/2022	29/08/2022	Children & Youth, Community

**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: glensidetraavel@gmail.com

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



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.



ST JOSEPH'S NURSING HOME

Ballymacprior, Killorglin, Kerry, V93 TD99

CLINICAL NURSING MANAGER

required for this well-established and highly regarded Nursing Home

- Essential criteria for this position requires that the successful applicant holds live registration with the NMBI, has a minimum of 5 years' experience as a Staff Nurse, and has evidence of continuous professional development.
- The successful applicant must be committed to leading a compassionate service that delivers innovative, best practice to our residents in a person centred way. The successful applicant must be passionate about caring for the elderly resident, developing and supporting the staff team and uphold the values of the Sisters of Nazareth and the Sisters of St Joseph on Annecy
- The Salary is Negotiable

If you are interested in the position, please request an information pack for the Clinical Nurse Manager position by e-mailing: helenr@stjosephsnursinghome.com

To apply for the position, you must submit a fully completed CV
before 4pm on 01/09/2022 to the following e-mail address:
helenr@stjosephsnursinghome.com



GENERATION APPRENTICESHIP

www.apprenticeship.ie

National Chef de Partie & National Sous Chef Apprenticeship



Apprenticeship
Real-life Learning

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/>



CAREER OPPORTUNITY

WE ARE HIRING

ELECTRICIANS

We are currently recruiting for the
SMART Metering project across

LOCATION: Kerry

To apply visit our website for further information

www.tli.ie/careers



Little House Montessori & Moyderwell Afterschool

Mercy Primary School, Tralee, Co. Kerry.

WE ARE CURRENTLY RECRUITING FOR
Early Years Educator
TO JOIN OUR STAFF

JOB PURPOSE:

**To ensure a safe, secure and healthy environment for the
education, care, safety and welfare of the children.**

Actively engage the children in developmentally appropriate learning activities in
the Montessori classroom and Afterschool to facilitate the potential development
of each child.

QUALIFICATIONS & EXPERIENCE

Position 1. Minimum Level 5 Major Award in Early Childhood Care & Education.

Position 2. Level 6 Major Award in Early Childhood Care & Education.

Choice of position for the Applicants will be discussed at Interview to suit work/life balance.

We offer free training in First Aid and relevant CPD courses.

This position is resulting from a Retirement on our staff.

IMMEDIATE START.

Closing Date: 30th August, 2022.

Submit: C.V. to: moyderwell.montessori@gmail.com

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.17 Centres of Education and Training with the organisations Head Office located in Tralee, Co. Kerry.



REGIONAL EDUCATIONAL
BOARD
KERRY EDUCATION AND TRAINING BOARD

Kerry Education and Training Board,
Castleguard,
John Joe Sheehy Rd.,
Tralee, Co. Kerry.
T: 046-7121488
F: 046-7121533

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 competitors from which appointments may be made in 2022/2023.

Kerry College, Clash Campus	Hours
KC 22.23.1 Veterinary Assisting Skills/Animal Science (Career Break Cover)	15
KC 22.23.2 Maths (Experience of teaching in FE is an advantage)	10

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 johs@kerryetb.ie. No C.V.s, only official application forms will be accepted.

Applications by email only must be received not later than **1pm Thursday 25th August 2022**.

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

Cathie Mc Evoy
Chief Executive Officer

Kerry Education & Training Board services faoiacht arís.
Cairtear tálle mairbh chomhlánú agus i n-éileáil.
Sairtí áitúil de mhóiríúil cándáilíochtáil a bfuiltear áitúil.
Candáilíochtáil a bfuiltear áitúil.
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"



Co-funded by the
European Union



Widening Participation
Programme 2014-2020



SOLAS
learning works

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

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

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



BORD OIDEACHAIS
AGUS OILÚNA CHAIRRAI
KERRY EDUCATION
AND TRAINING BOARD

Kerry Education
and Training Board,
Centrepole,
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 múineadh Stair ina bhuntáiste) (Clúdach saoire thuismitheoireachta)	11
GCS 22.23.45 Bitheolaíocht (Saoire Mháthreachais)	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 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 Gairdacht areas.

Cairfiar fáilte roimh chomhfhogas i nGaeilge.

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

Cannasadh 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"



Coimisiún Eorpach
An tAontas Eorpach
Co-funded by the
European Union



Stádas na hÉireann
Government of Ireland



SOLAS
learning works



O'DONOGHUE RING
COLLECTION



MTU

Óilíocht Teicneolaíochta na Múir
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

MEMBER HOTELS
FLAHERTY HOTEL · ARDENN HOTEL · TOWERS HOTEL

MEMBER HOTELS
BIKER ISLAND · BIKER PLACE



A Collection of Experiences



**St Brendan's National School,
Fenit,
Tralee,
Co. Kerry.**

Telephone: (066) 71 36374

E-mail: stbrendansfenit@gmail.com

Registered Charity Number: 20123994

Vacancy

The Board of Management of Fenit NS invites applications for the position of Bus Escort.

The school day is from 9a.m. - 2.40 p.m. The post for 2 hours per day approx., split between morning (route to school) and afternoon (route home).

The bus escort must be kind, patient and empathetic. Candidates will be expected to deal with parents and school staff in a professional way, they will need to communicate regarding pickups/drop offs, illnesses, traffic, delays etc.

The current hourly rate of pay, is set by the Department of Education.

The Bus Escort will make sure that all aspects of safety are carried out effectively.

Responsibilities will include that the Bus Escort:

- Ensures the safety of all pupils on the bus while they are being transported from home to school and vice versa
- Attends training when provided and required
- Ensures that all pupils are seated with appropriate seat belts/straps and harnesses where provided
- Assists pupils to board and alight safely from the school transport
- Ensures that each pupil is received by a responsible person at the set down point

All appointments will be subject to Garda Vetting requirements and Occupational Health Check.

Letters of application with CV including the names and contact details of 2 referees and marked Bus Escort to be emailed to:

chairpersonstbrendans@gmail.com

Email Applications only please.

Closing date for applications 22nd August 2022.



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD

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

Substitute Teachers Pool – North and South Kerry Panels

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

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

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

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

Email jobs@kerryetb.ie.

Kerry Education & Training Board services Gaeltacht areas.

Cuirfear fáilte roimh chomhfhreagras i nGaeilge.

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

Canvassing will automatically disqualify.

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

Kerry Education & Training Board is an equal opportunities employer.

"Creating a Learning Society in Kerry"



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD

Cover Instructor Pool
Centre of first assignment: Kerry College, Monavalley Campus

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

Apprenticeship Programmes

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

Full Time Programmes

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

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

Colm McEvoy
Chief Executive Officer

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

Kerry Education & Training Board services Gaeltacht areas.

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.
"Creating a Learning Society in Kerry"*





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 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.

"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.
KDYS Youth Centre, KILLARNEY.

Ref: CES-2216803
Ref: CES-2216811

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

Duties to include:

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

ADMINISTRATION ASSISTANT

Location: KDYS Youth Centre, KILLARNEY.

Ref: CES-2216817

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

Duties to include:

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

YOUTH WORK ASSISTANT

Location: KDYS Youth Centre, Tralee.

Ref: CES- 2216819

Duties to include:

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

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

ADMINISTRATION ASSISTANT

Location: KERRY SCHOOL OF MUSIC - TRALEE.

REF: CES-2217440

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: crageenemployment@gmail.com

Address: Crageen Employment Ltd, Crageens, 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/>



IWA Community Employment Schemes

No Experience Required



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-2233980
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 Riocht	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.



**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





FRIENDS OF ABLE

A better life for everyone!

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

UPCOMING: COMMUNITY EMPLOYMENT VACANCIES IN TRALEE

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

Please Note:

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

The positions are Community Employment & Subject to DEASP Guidelines.

Hours: 19½ per Week.

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

Required – CV & PPS No to anne@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 Rahoonane 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



Our Vision

To improve the quality of life for everyone in North, East and
West Kerry Area

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



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







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 Foisteacha
agus Coimirce Sóisialaí
Department of Employment Affairs
and Social Protection

Are You... 15-24 years?

Not in education, employment or training?

Ready to try something new?

We provide: Free support, guidance and training

Contact us to see how we can help!

NEWKD YEI SERVICE YOUTH EMPLOYMENT SERVICE

Listowel Area

Louise Lyons

NEWKD,

20 Upper William Street,

Listowel

(068) 23429 0876411271

louiselyons@newkd.ie

Castleisland Area

Jennifer O'Sullivan

NEWKD,

Tralee Road,

Castleisland

(066) 7142576 0879493451

jenniferosullivan@newkd.ie



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



EUROPEAN UNION
Investing in your future
European Social Fund



Department of Rural and
Community Development
An Roinn Forbartha
Eascair 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 jenniferosullivan@newkd.ie 0879493451
or contact our social media platforms*



EUROPEAN UNION
Investing in your future
European Social Fund



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



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



NEWKD



Coiste Forbartha Pobail
Aitiúil Chiarraí
Kerry Local Community
Development Committee

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

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



FREE CLASSES

Conversation English Classes

Tuesdays on Zoom | 7pm - 8pm

To Register Email:

LorraineBowler@newkd.ie



*The local authority is not responsible for the content of the information provided on this website. The local authority is not responsible for the content of the information provided on this website. The local authority is not responsible for the content of the information provided on this website.

fáilte isteach
Welcoming Migrants Through conversation
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**



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

Exciting New Programme from NEWKD & TIRC

SEMI Project

Social Enterprise
Migrant Integration Programme

Getting to know your community while
gaining experience for a working future



If you answer yes to any of the
below then this programme
could be for you.

Are you a Migrant who
wants to get to know more
people in your community?



Do you want valuable work
experience and get to know what's
going on in your community?



Do you want Personal
Development training to give you
more confidence?



Do you want to improve your
skills and your chances of
getting a job?



The SEMI Project is a programme that helps
migrants, especially refugees and asylum
seekers, get to know their local community,
and which allows the local community to get
to know them.

With:

- Flexible placements with community based
social enterprises
- Personal development skills training
- Employment skills mentoring

For queries and further information
call or text **PAT** on
0877505445



EUROPEAN UNION
Asylum, Migration
and Integration Fund



An Roinn Dlí agus Cirt
agus Comhionannais
Department of Justice
and Equality



Bon Secours
Tralee Community
Initiative Programme



LIFE.

CHANGING.



**KERRY
COLLEGE**

of Further Education & Training

Full-time Programmes
Part-time Programmes
Apprenticeships

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

2022

5 Locations. 180 Programmes. Unlimited Opportunities.

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

Call our Admissions Team 066 714 96 96 | info@kerrycollege.ie

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

**NOW
ENROLLING**



BORD OIDEACHAIS
AGUS OILIÚNA CHAIRDE
KERRY EDUCATION
AND TRAINING BOARD

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

Let's unlock your potential...



Riadas as hÉilleanas
Government of Ireland



Is ádh arís arís ag an
Eilleanas a bheith
inbheagaithe ag an
Eilleanas a bheith
inbheagaithe ag an
Eilleanas a bheith

SOLAS
learning works

Clash Road
Campus

Denny Street
Campus

Killorglin
Campus

Listowel
Campus

Monavalley
Campus

KERRY COLLEGE NOW DELIVERING PATHWAY COURSES

(Formerly known as VTOS)



KERRY COLLEGE

of Further Education & Training

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

General Learning (L3)
Employment Skills (L4)
Information and Communications Technology (L4)

Listowel

Office Skills (L4)
Information and Communications Technology (L4)

Killarney

Information and Communications Technology (L3)
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



**KERRY
COLLEGE**
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



*Now taking
applications!*

www.kerrycollege.ie

Employment | Progression | Apprenticeship



**KERRY
COLLEGE**

of Further Education & Training

CIVILS FOR FIBRE INSTALLATION

GROUNDWORK SKILLS FOR FIBRE OPTIC AND COPPER
COMMUNICATIONS NETWORKS INSTALLATION

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.../>



HAVE YOU A NATURAL FLAIR FOR HAIRDRESSING?

**Check out this 44 week course with Kerry College.
Choice of Locations | High Spec Facilities | No Fees**



**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.../>



<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
of Further Education & Training

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
- Progress to achieve a QQI Level 6 Qualification
- Advance to Third Level Education

APPLY TODAY:

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



Employment | Progression | Apprenticeship

KERRY COLLEGE
of Further Education & Training

Stage One Advanced Certificate in Early Learning and Care

- 📍 Three Locations
- 📜 QQI Level 5 Major Award
- 🕒 39 Weeks
- 💰 Free

www.kerrycollege.ie

Life. Changing.

childcare

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



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD

MENTOR PROJECT

...giving you opportunity & agency

CATHERINE GALWAY
Mentor Project Co-ordinator
086 796 6477

SUSAN O'SHEA
Mentor
086 796 6478



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

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

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

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

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

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

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

— Steven Spielberg



Department of Education and Skills
2014-2020
Funded by the Irish Government and the European Union



Riadas na hÉireann
Government of Ireland



EUROPEAN UNION
Investing in your future
European Social Fund

SOLAS
learning works

AN TÓCHAR FURTHER EDUCATION & TRAINING CENTRE

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



BORD OIDEACHAIS
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.

THERE ARE TWO MODULES:

6S3372

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

6N3326

TRAINING DELIVERY & EVALUATION

6N3325

TRAINING NEEDS, IDENTIFICATION & DESIGN

MINOR AWARDS WILL BE OFFERED IN THE FOLLOWING:

PALLIATIVE CARE

ANIMAL GROOMING

5N3769

Wed

7.00pm - 10.00pm

Starting 12/10/22

5N0752

Tue

7-10pm

Plus 4 Saturdays

Starting 20/09/22

PRINTMAKING

PLANT PROPAGATION

DESIGN

DRAWING

ESTABLISHING TREES & SHRUBS

5N1373

Thur

9.30am - 2.30pm

Starting 15/09/22

4N1990

Thur

9.30am - 1.30pm

Starting 8/09/22

4N1139

Fri

9.30am - 1.30pm

Starting 16/09/22

4N1878

Mon

9.30am - 1.30pm

Starting 24/10/22

4N0666

Wed

9.30am - 1.30pm

Starting 26/10/22

COMMUNITY EDUCATION

INTRODUCTION TO POTTERY

UPCYCLING FURNITURE

CHAIR YOGA

FIND YOUR PERSONAL STYLE

YOGA

GENEALOGY

DRAMA

HEALTHY COOKING MADE EASY!

CHRISTMAS CRAFTS

Mon 7.15pm - 9.30pm

Starting 3/10/22 for 6 weeks

Wed 7pm - 9.30pm

Starting 21/09/22 for 6 weeks

Wed 12 - 1pm

Starting 21/09/22 for 6 weeks

Wed 10am - 12pm

Starting 21/09/22 for 6 weeks

Mon 7-8pm

Starting 19/09/22 for 6 weeks

Mon 7-10pm

Starting 26/09/22 for 10 weeks

Wed 7-9.30pm

Starting 5/10/22 for 8 weeks

Tues 10am - 1pm

Starting 15/11/22 for 6 weeks

Wed 7 - 9.30pm

Starting 16/11/22 for 5 weeks

OTHER COURSES

FOUNDATION COURSE IN COUNSELLING

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

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

Fee: €450.00

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

SOLAS
learning works



Department of Education and Skills
Further Education and Training
Department of Education and Skills



EUROPEAN UNION
Investing in your future
European Social Fund



An Roinn Oideachais
agus Nuálaíocht
Department of
Education and Skills



TRALEE CTC

MONAVALLEY IND ESTATE, TRALEE

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

These courses are a pathway to further education or employment

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

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



IT'S NEVER TOO LATE TO APPLY, CONTINUOUS INTAKE

TRAINING ALLOWANCE PAID WHILE YOU LEARN

Recruitment Training Retention and Upskilling Opportunities

Hotel, Culinary Arts and Tourism Department,
MTU Kerry Campus



Certificate in Culinary Skills (funded through Springboard +)

1 Year
2 days per week
Fee: Free

Core Topics Include:

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

* Knives &
Uniforms will be
provided at no
additional cost



Higher Certificate in Culinary Arts (funded through Springboard +)

1 Year
2 days per week
Fee: Free

Core Topics Include:

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

* Knives &
Uniforms will be
provided at no
additional cost

Graduates of
the Commis Chef
Apprenticeship
start here



Bachelor of Arts (Hons) in Culinary Arts (Level 8) National Sous Chef Apprenticeship

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

Core Topics Include:

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

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



Bachelor of Arts in Culinary Arts (Level 7) National Chef de Partie Apprenticeship

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

Core Topics Include:

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

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



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

Talk to us about advanced entry

All courses commence in September

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

or email parttimekerry@mtu.ie

or www.mtu.ie www.springboardcourses.ie





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

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

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

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




0761 07 7860



kerry@citizensinformation.ie

Funded and supported by the Citizens Information Board



NEWKD 

Need Assistance &
Support with applying
for a job?

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

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

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

You can reach us on email:

sandranoel@newkd.ie

Phone 068 24981 or

Mobile/Whatsapp 087 9918445

or find us FB @ Listowel Jobs Club.

Location:

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



An Roinn 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@nln.ie

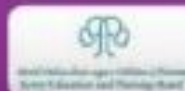
facebook.com/NLNTralee/



National Learning Network

Investing in People, Changing Perspectives

 **Heilthúscacht na hÉireann / HSE**
Health Service Executive



National Learning Network **Tralee**

FREE Construction Skills course

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

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



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

☎ 066 712 2533

Email: tralee@nlm.ie

www.nlm.ie

SOLAS
learning works



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAI
KERRY EDUCATION AND TRAINING BOARD

National Learning Network *Learn to change your story*

Sporting Chance Course

Enrolling NOW

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

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

Find out more:

☎ 066 712 2533

✉ una.flynn@nlm.ie

🌐 www.nlm.ie

📘 facebook.com/NLNireland

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



Bord Oideachais agus Oiliúna 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@nlm.ie
- 🌐 www.nlm.ie
- 📘 facebook.com/NLNTralee



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



*And Oibríochas agus Oiliúnaíocht
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.



Coat of Arms of County Kerry

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



Ciaraí Áitiúla Éireann
Local Authorities Ireland



ENTERPRISE IRELAND
www.enterpriseireland.ie