



Clár Gníomhachtúcháin Pobail agus Cúrsaí Sóisialta.



An Roinn Coimíre Sóisialaí  
Department of Social Protection

# Leitrim Jobs Board Weekly Job Bulletin

Leitrim Observer

APRIL 25 2024 | ISSUE NO.155



## Sligo University Hospital are seeking Meet & Greet Volunteers

A few hours a week of your time will greatly contribute to the well-being of our patients, clients & visitors.

### Our aim is to provide Volunteer Services:

3-5 hours per week

Monday - Friday: 9.00am - 5.00pm

Closing Date: **12 noon Monday 20th May 2024**

For application form and further information please contact:

Email: [volunteer.suh@hse.ie](mailto:volunteer.suh@hse.ie)

Phone: **071 91 711 11 ext 72609**



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive



## OFFICE MANAGER

**Looking for an experienced, motivated person to run the office administration of a busy construction company.**

- Experienced person in payroll, important that candidate has experience in payroll package.
- Experience dealing with Revenue, filling tax returns, VAT, RCT, P30s.
- General administration tasks such as filing, data entrance and correspondence.
- Provide support to management and team when necessary.
- Requirements:
- Proven experience in the payroll package, account package, experience with Revenue.
- Excellent attention to detail and organisational skills
- Effective communication skills both verbal and written
- Pro active problems solving skills and a positive attitude.

**Closing Date for applications: 30th April 2024**

**Email: [leitrimjob@gmail.com](mailto:leitrimjob@gmail.com)**



## NORTH WEST PARENTS & FRIENDS ASSOCIATION

For persons with intellectual disabilities

North West Parents and Friends Association is a Voluntary Organisation providing person centred services for children and adults with special needs and their families.

We are currently seeking to recruit the following positions:

**Job Title: Bus Driver / Caretaker**  
**Location: St Ciaran's Services, Carrick on Shannon, Co Leitrim**  
**Contract: Permanent (39 hours per week)**

**Applications should meet the following criteria to be considered for the position:**

### Essential Criteria Desirable Criteria

- Full clean D1 Driving Licence.
- Certification in CPC Training.
- General Caretaker experience.
- Eligible to work in Ireland.
- Basic First Aid.
- Manual Handling.
- Experience of working with Adults/Children with special needs.

### Staff Benefits:

- Company Pension Scheme.
- Employee Assistance Programme
- Maternity Leave Benefit.
- Paternity Leave Benefit.
- Sick Leave Benefit
- (based on length of service).
- All mandatory training provided.
- Salary Protection.

**Applicants for all positions must supply suitable character references and be prepared to complete a Garda Vetting Form.**

**For more information on our Services please visit: [www.nwpf.ie](http://www.nwpf.ie)**

**Interested Applicants should apply with letter of application and CV to: Ms Cathy Maye, HR Officer,  
N.W.P.F Association, R.S.W., Cleveragh Industrial Estate, Sligo or  
email: [cathy.maye@nwpf.ie](mailto:cathy.maye@nwpf.ie)**

**Closing Date for receipt of applications,  
Friday, 3rd May 2024.**

**NWPF are an equal opportunities employer.  
Charity Number: CHY 7369**



## **Leitrim Disability Sports and Physical Activity Hub Co-coordinator 2024. (Contract of Employment - 2 Year)**

Mohill Family Support Centre in collaboration and funded by Leitrim Sports Partnership, and Sport Ireland through the Dormant Accounts grant scheme, is seeking applications for the management and implementation of the Leitrim Disability Community Sports Hub programme. This sports hub will be situated at the Leitrim Gaels Community facility, Co Leitrim.

We are seeking either a qualified Sports Development Officer, Community Development Officer, or Sports Tutor to manage, and execute the planned Leitrim Disability Sports and Physical Activity Hub, projects, and physical activity initiatives for the residents of Leitrim. The Leitrim Disability Sport Hub will complement the ongoing efforts Mohill Family Supports Centre and the Leitrim Sports Partnership in promoting physical activity in the community. The successful candidate will be contracted to work 2.5 days per week for a two-year period.

All applications and cover letters must be completed and returned to the Mohill Family Support Centre, Mohill, **not later than 4pm on Friday 10th May 2024.**

**For more detailed information and to download the post and job application document,**

**please log on to Mohill Family Support Centre, website:**

**[www.mohillfamilysupportcentre.org](http://www.mohillfamilysupportcentre.org)**

**or alternatively,**

contact Mohill Family Support Center, Canon Donohoe Hall, Mohill, Co. Leitrim -

**Telephone: 071 96 312 53**



**PART TIME  
ACCOUNTS ASSISTANT**

**We are a flexible employer looking for an energetic, positive person to join us tightknit team.**

As an Accounts Assistant, you will be an important part of the company's accounting function. The role involves the processing of invoices, statements, payments, reconciliations & other accounting duties. The role is part-time with flexible working hours up to 20 hours per week with some home working considered.

**The successful applicant will have the opportunity to expand the role & will hold the following attributes:**

- Minimum of 2-5 years' experience as an accounts assistant.
- Sage experience essential Competent IT Skills, including Excel & Outlook.
- Numeracy skills, accuracy & attention to detail
- Good organisational & time management skills
- Ability to work on own initiative or as part of a team
- Trustworthy & discreet when dealing with confidential information
- Able to communicate & be fluent in English (written & spoken)
- Ability to be flexible work to tight deadlines

**Interested applicants should email:  
[vincent@roschemproducts.com](mailto:vincent@roschemproducts.com)**

**[New Road, Elphin, Co. Roscommon. Ireland. F45 W426](#)**



Galway & Roscommon Education & Training Board (GRETb) invites applications from suitably qualified individuals wishing to be considered for the following positions:

**PERMANENT STAFF OFFICER,  
GRADE V WITH INITIAL ASSIGNMENT  
TO QUALITY ASSURANCE UNIT  
(OPEN COMPETITION)**

Further particulars are available from the Board's website [www.gretb.ie](http://www.gretb.ie)

**David Leahy, Chief Executive.**

## EMPLOYMENT OPPORTUNITIES IN THE OFFICE OF PUBLIC WORKS

**FOREPERSON GRADE 1  
(TRAINING OFFICER)  
AT  
GOVERNMENT OFFICES,  
PEARSE STREET, ATHLONE,  
CO.WESTMEATH.**

**Competition Reference: 2024/031**

Applications are invited for the above positions.  
Competition details and application forms are available at [www.gov.ie/opw](http://www.gov.ie/opw).

**The closing date for receipts of completed applications is  
not later than 5.30pm on Wednesday 8th May 2024.**

The Office of Public Works is committed to a policy of equal opportunity.



**OPW**

Oifig na  
nOibreacha Poiblí  
Office of Public Works

## **HOUSEKEEPER REQUIRED ROSCOMMON TOWN AREA**

Own transport essential,  
Non-smoker, Good Level of English,  
Efficient work ethic,  
16 hours + per week.

**Please reply with CV stating**

**Box Number: 992750**

**By email: [recruitment@roscommonherald.com](mailto:recruitment@roscommonherald.com)**

**or by post to:**

**Roscommon Herald, Unit 3, Ballypheasan**



## **ROSCOMMON SPORTS PARTNERSHIP CLG**



Roscommon Sports Partnership (RSP), an equal opportunities employer, funded by Sports Ireland, invites applications from suitably qualified persons for the following position:

## **COMMUNITY SPORTS DEVELOPMENT OFFICER (Aligned to Grade IV)**

1 year fixed-term contract @ 35 hours per week.

Candidate Information Booklet including full role specification and application process available on our website [www.rosactive.org](http://www.rosactive.org)

**Applications by e-mail to:**

**[administrator@rosactive.org](mailto:administrator@rosactive.org)**

**no later than 4pm on Tuesday 7th May 2024.**

**Canvassing by applicants or their representatives will disqualify.**



SPÓRT ÉIREANN  
SPORT IRELAND

## ROSCOMMON SPORTS PARTNERSHIP CLG

Roscommon Sports Partnership (RSP), an equal opportunities employer, funded by Sports Ireland, invites applications from suitably qualified persons for the following position:

### PROGRAMME MANAGER

**(Aligned to Grade VI)**

3 year fixed-term contract  
@ 35 hours per week.

**Candidate Information Booklet including full role specification and application process available on our website**

[www.rosactive.org](http://www.rosactive.org)

**Applications by e-mail to:**

**[administrator@rosactive.org](mailto:administrator@rosactive.org)**

**no later than 4pm on Tuesday 7th May 2024.**

**Canvassing by applicants or their representatives will disqualify.**



## Connolly Accountants Sligo, Ireland

**Position: Bookkeeper**



Connolly Accountants is a reputable company who pride ourselves on our commitment to excellence and customer satisfaction. As part of our continued growth, we are seeking a skilled and detail-oriented individual to join our team as a bookkeeper.

### **Job Responsibilities:**

- Maintain accurate and up-to-date financial records using accounting software.
- Record day-to-day financial transactions, including purchases, sales, receipts and payments.
- Reconcile bank statements and accounts payable/receivable.
- Prepare and process invoices, bills, and payroll.
- Assist with month-end and year-end closing procedures.
- Generate financial reports and assist with budgeting and forecasting.
- Ensure compliance with tax regulations and assist with tax fillings.

### **Qualifications:**

- Diploma or Degree in Accounting, Finance, or related field.
- Proven experience as a bookkeeper or similar role.
- Strong understanding of accounting principles and practices.
- Ability to prioritize tasks and meet deadlines.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.

### **Benefits:**

- Competitive salary based on experience and qualifications.
- Opportunities for professional development and growth.
- Comprehensive benefits package.
- Flexible work schedule and supportive work environment.

**How to apply:** Interested candidates are encouraged to submit their resume/CV along with a cover letter outlining their qualifications and relevant experience to:

[info@connollyaccounts.ie](mailto:info@connollyaccounts.ie)

**Application Deadline: 30th April 2024.**

**Join our team and contribute to our success as we continue to grow and thrive in the finance sector.**



## IS HIRING NEUROLOGY CASE COORDINATOR

linking with HSE Physical & Sensory Disability team

This is a 1-year fixed term contract, based in Sligo.

### Role requirements:

- 3rd Level qualification in Social Care / Social Studies / Occupational Therapy / Nursing or other relevant area & up to 3 years relevant post qualification experience
- Own transport essential
- Experience in and knowledge of neurology / disability legislation, policy and practice

### Details:

- Provision of a Keyworker / Case Coordinator support service to clients with a neurological condition / physical & sensory disability in Sligo/Leitrim/West Cavan/South Donegal.
- Collaboration with the HSE Physical & Disability team
- Work with NSC staff and other voluntary agencies to support clients.

For full details of role, please email: [info@neurologysc.ie](mailto:info@neurologysc.ie)

**CLOSING DATE: Friday 3rd May 2024**

Neurology Support Centre, Molloway House, Sligo F91 KC6F | Charity Number:  
20141486 | CRO: 536357

## **BRIAN FALLON HARDWARE LTD**

**Brian Fallon Hardware Ltd is seeking an experienced Lorry Driver to join their team.**

### **LORRY DRIVER (Wed - Sat)**



- Servicing our customers in the wider Longford area on the national road network.
- Experience in multi drop preferred, primarily forklift unloading.
- HGV2 or higher licence, taco card & CPC's required.
- Training will be provided.

#### **Working hours**

Wed - Fri: 08.00 - 17.00 and Sat: 08.00 - 1300

Competitive rate and benefits offered.

**Contact: [hr@jmcmahon.com](mailto:hr@jmcmahon.com) to apply.**



**MOON RIVER**  
BRINGING PLEASURE TO CRUISING

**Part time  
Bar Staff & Crew Members**

**required**

on the busy Moon River Cruiser & River Run cruisers for the summer season.

An exemplary customer service is at the core of our business, friendliness and teamwork are essential for the fulfilment of this position.

Must have some bar experience. Must be flexible weekdays and weekends.

**Hiring immediately**

**Please send Cvs to: [info@moonriver.ie](mailto:info@moonriver.ie)**





## **Archway Products Jamestown are recruiting a Workshop Supervisor (Permanent Full-Time Position)**

### **About the company**

Since our establishment in 1990, Archway Products Ltd. has been at the forefront of engineering excellence. We specialise in the design, manufacturing, sales, and rentals of the Road master Patcher. Our relentless commitment to innovation and unwavering determination has propelled us to the pinnacle of the industry. Having firmly established ourselves in the Irish and UK markets, we are actively exploring expansion opportunities in other markets.

### **What we offer:**

Join our dynamic SME and experience a workplace where collaboration thrives. We value the individual contributions of our team members, recognizing that they directly influence our success. As part of our team, you'll enjoy a range of benefits, including:

- **Company-Matched Pension Scheme\***
- **Employee Assistance Programme**
- **Life Assurance\***
- **Income Protection Cover\***
- **Relaxed Dress Code**
- **Free Parking**

**\* On completion of probationary period**

### **Join Our Team as a Workshop Supervisor**

As a Workshop Supervisor you will report to the Manufacturing Production Manager and be responsible for supporting the production and servicing departments and completing office-based duties. This will involve organising equipment, team members, and processes to ensure the smooth running of the production floor and the servicing work. This role will be expected to maximise services and productivity while maintaining product quality and employee safety.

You will supervise routine production and servicing activities, and act as first line support for troubleshooting should problems arise. You will complete planning documentation, reports, and work closely with other departments to ensure the service and production teams are fully compliant and up to date with training and processes.

The ideal candidate will have a background in fabrication, product builds, or a relevant area and be enthusiastic about process improvement.

A positive, motivated, organised professional self-starter who can motivate others and build good working relationships will be successful in this role.

**Please send your CV and cover letter to: [jobs@archwayproducts.com](mailto:jobs@archwayproducts.com)**

**Archway Products Ltd. is an Equal Opportunity Employer**



## Leitrim Development Company

wish to appoint  
**a Family Link Worker**  
to work with families in the Traveller community in Leitrim.

**Job Summary:** The successful candidate will be responsible for the delivery of the Parents Plus Programme and Family support.

**Responsible to:** Traveller Project Co-Ordinator.

**Location:** Shannonside Community Centre will be the base. The post holder will cover the county of Leitrim

**Position:** Part time (17.5 hours per week).

### Qualifications and Experience

#### Essential

- An understanding of how to support Traveller Communities in culturally appropriate ways.
- Experience paid or voluntary, in supporting the Traveller Community.
- A good knowledge of family support and community development.
- A general knowledge of computers and communication technology.
- Experience of working as part of a team.
- Demonstrate good communication skills.
- Demonstrate good leadership skills.
- Demonstrate an ability to promote an understanding of Traveller Parenting experience within the partner agencies.

#### Desirable

- A third level qualification in a related field, e.g. social care, youth work, community development work etc.
- Full Drivers Licence

Full Job description is available [here](#) or call **086 2370337** with queries.

In order to apply please submit a current Curriculum Vitae,  
by email to [admin@ldco.ie](mailto:admin@ldco.ie)

or by post to Ms Barbara Sweeney  
Leitrim Development Company, Church St, Drumshanbo, Co. Leitrim  
**by 5.00pm Friday 3rd May.**

**Shortlisting will apply.**

**Leitrim Integrated Development Company CLG is committed to a policy of Equality of Opportunity in its employment practices.**



**Job Opportunity,  
FACILITIES PERSON / CLEANER,  
at Rainbow Ballroom of Romance Glenfarne Co. Leitrim!**

**Job Title:  
Facilities Person / Cleaner**

**Employer / Location:  
Glenfarne Community Development Trust Ltd.  
Rainbow Ballroom, Glenfarne, Co. Leitrim**

**Hours:  
39 hrs / week**

**Position Summary:**

The Facilities Maintenance Person / Cleaner will undertake house-keeping duties at the Rainbow Centre and will work as part of a team to ensure the Centre is maintained as a vibrant facility that operates for the benefit of the Community.

**Glenfarne Community Development Trust Ltd. is an equal opportunity employer operating the Community Services Programme sponsored by POBAL. In recruiting for this position, certain eligibility criteria will apply.**

**A full job description is available on request.**

**Applications must be sent with up to date C.V. by e mail to  
[recruitmentglenfarne@gmail.com](mailto:recruitmentglenfarne@gmail.com)**



**Job Opportunity,  
DELIVERY DRIVER,  
at [Rainbow Ballroom of Romance Glenfarne Co. Leitrim!](#)**

**Job Title:  
Delivery Driver**

**Employer / Location:**  
Glenfarne Community Development Trust Ltd.  
Rainbow Ballroom, Glenfarne, Co. Leitrim

**Hours:**  
19.5 hrs / week

**Job Description:**  
The Delivery Driver, reporting to the Kitchen Manager will work as part of the team providing a Meals on Wheels (MOW) service, operating from The Rainbow Ballroom. The Delivery Driver's main duty will be the transportation of meals from The Rainbow Ballroom to customers on a designated route, in a timely manner. The driver will have use of a specially equipped meal transportation van.

**Glenfarne Community Development Trust Ltd. is an equal opportunity employer operating the Community Services Programme sponsored by POBAL. In recruiting for this position, certain eligibility criteria will apply.**

**A full job description is available on request.**

**Applications must be sent with up to date C.V. by e mail to  
[recruitmentglenfarne@gmail.com](mailto:recruitmentglenfarne@gmail.com)**



## Employment Opportunity **Youth Theatre Facilitators - Carrigallen**

**Closing Date for Application - Midnight, Sunday 12th May 2024**

Leitrim County Council Arts Office and Carrigallen Youth Theatre are looking to recruit Youth Theatre Facilitators with a passion for providing creative, fun learning environments for young people to develop their skills and grow as individuals.

Successful candidates will be responsible for designing and delivering two 10-week programmes per year for each group they work with, and to work with members to programme, produce and direct a production during the year. Programmes will be re-commencing in Carrigallen in September 2024

Workshops for the Junior Group (9 – 13 years) are 1.5 hours each week. Senior Group workshop (14 – 18 years) are 2 hours long. Special programmes, theatre visits and other ad-hoc activities may be programmed from time to time and in such cases are provided for separately in addition to the standard contracted hours.

**For more details, click on the link below:**

<https://www.leitrimcoco.ie/eng/community-culture/arts/>





## **Drumreilly Community Afterschool**

is currently seeking

**an afterschool assistant**

**for a 15-21 hour per week term time position starting late August/early Sept.  
We may also have optional work available in June and July if interested**

- no qualifications required
- relevant experience necessary
- must be interested and enthusiastic to work with school aged children
- must be hard working, able to use their own initiative and reliable
- must agree to be Garda vetted if successful

**Please contact Frances on 087 06 40 281 or email your CV to  
[drumreillycommunityplaygroup@gmail.com](mailto:drumreillycommunityplaygroup@gmail.com)**



## **Early Years Educator** **required in Bo Peep Kidz Drumshanbo.**

- **Level 7/8**
- **Full Time.**
- **Excellent rates of pay.**
- **Attractive incentives through out the year.**

**Enquiries to [071 96 41 987](tel:0719641987) or Email [bopeepkidz02@gmail.com](mailto:bopeepkidz02@gmail.com)**

### **Requirements:**

- The ability to sing in tune is not necessary; however, the ability to sing out of tune in front of a crowd is essential.
- Some knowledge of Disney characters is an advantage.
- You must have the ability to read a 10 page fairy tale upside down with at least one interruption per page.
- A high level of multitasking is essential. If something would normally take 5 minutes to achieve, you must be comfortable with it taking 15 minutes or longer.
- You must be able to distribute warm hugs as required.
- Possessing the skills required to rapidly count the heads of numerous moving small people is of utmost importance.
- You preferably do not have an aversion to an environment that at times resembles the aftermath of a tornado.
- Pretending to eat playdough creations realistically is required; this is a skill that may develop with time and experience.
- A high level of comfort with being asked personal questions by children is essential. You will regularly be asked questions regarding what you are having for lunch, whether you are willing to share said lunch, where you are going (as you walk into the toilet), and what you did in there (the toilet).
- You must have an understanding that the small people you have a strong relationship with during the week, may completely and utterly refuse to talk to or acknowledge you when they see you at the local shop. Your feelings must not be easily hurt.
- Finally, you must be prepared to feel loved, special, and important to many young children and their families. There is simply no other job quite like this.





## Get in Touch

### Map Location

✉ [info@leo.leitrimcoco.ie](mailto:info@leo.leitrimcoco.ie)

☎ 071 9650420



## WORKSHOP

### Addressing Current Employer Needs in Recruitment - Preparing for Job Success | 29th April 2024.

**Venue:** Online via zoom      **Category:** Workshop

**Date:** 29/04/2024

**Note:** Monday

**Time:** 10:00a.m. -  
12:00p.m.

This will be a practical, knowledge sharing workshop to leave you with beneficial interview preparation tools and tips along with building your confidence to shine and showcase your strengths to future employers

**For further details please click on the link below:**

[Addressing Current Employer Needs in Recruitment - Preparing for Job Success | 29th April 2024 - Local Enterprise Office - Leitrim](#)



**OPW** Oifig na  
nOibreacha Poiblí  
Office of Public Works

A new apprenticeship with the **OPW - Office of Public Works** in the craft of Carpentry and Joinery is now available at the National Monuments Services, Dromahair, Co Leitrim.

Don't miss this opportunity to be a part of preserving our nation's treasured sites. Apply today and create a legacy that will last for generations to come.

**Click for full details and to apply**

<https://cutt.pulse.ly/k592lawtsj>



### Apprenticeship in the Craft of Carpentry & Joinery

National Monuments Service

Dromahair, Co. Leitrim

Competition Reference: 2024/1005

Closing Date: 5.30pm on Monday 29 April 2024



**OPW** Oifig na  
nOibreacha Poiblí  
Office of Public Works

## GILHEANEY & CO

Looking for a person to do light farm work on an organic farm, 2-3 hours per morning, 5 days per week in Fenagh, Co Leitrim

**If interested please email**

[jimmy@gilheany.ie](mailto:jimmy@gilheany.ie)

## Care Assistant Vacancy in Carrick on Shannon

Currently seeking a dedicated care assistant to provide support to a lovely elderly woman.

Your responsibilities will include assisting her with getting in and out of bed using a hoist, helping her with bathroom and showering, getting dressed.

Experience with using a hoist for transfers and familiarity with personal care routines are desirable but not essential.

€25 per hour, ideally providing assistance in the morning and evening, flexible hours can be agreed to suit your schedule.

Please call  
**087 66 57 799**  
for more details.



### USEFUL LINKS

#### [JOBS IRELAND](#)

CONNECTING EMPLOYERS AND PEOPLE

#### [CAREERS PORTAL](#)

INFORMATION SUPPORTING CAREER AND EDUCATIONAL RESEARCH

#### [FETCHCOURSES.IE](#)

FURTHER EDUCATION AND TRAINING (FET)

#### [MY WELFARE](#)

INFORMATION ON ALL SUPPORTS AVAILABLE