

Leitrim Jobs Board

Weekly Job Bulletin

Leitrim Observer

JANUARY 29 2026 | ISSUE NO.238



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
*Mayo, Sligo and Leitrim
Education and Training Board*

Youthreach Resource Person

Leitrim

Applications are invited from suitably qualified persons for the position of Youthreach Resource Person based in Leitrim.

Full details and application forms are available from www.msletb.ie.

MSL ETB is an equal opportunities employer.



Apprenticeship in the Craft of Stonecutting and Stonemasonry

Office of Public Works – National Monuments Service

Location: Raheen, Athenry, Co. Galway (H65 Y044)

Competition Reference: 2026/1003

Applications are invited for the above apprenticeship.

Details and application forms are available for download at www.gov.ie/opw.

The closing date for receipt of completed applications is not later than 5:30pm on
Monday, 9th February 2026.

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



Receptionist / Secretary Wanted

A busy local practice is seeking a part-time or full-time Receptionist/Secretary to join our team. The ideal candidate will be friendly, organised, and able to manage a fast-paced front desk environment.

Key duties include:

Greeting and assisting patients

Managing phone calls and appointment scheduling

General administrative and clerical support

Previous experience is an advantage but not essential – training will be provided

To apply:

Please send your CV and a brief cover letter to:

 doctorhelenamohillpractice@gmail.com



Ballyconnell
Credit Union

Ballinamore | Carrigallen | Swanlinbar

AML Compliance Support Officer

Ballyconnell Credit Union (BCU) is a not-for-profit organisation serving Members in West Cavan and Leitrim. With over 13,000 Members, BCU has a full-time vacancy for an AML Compliance Support Officer. This is an exciting opportunity to join a professional team in a progressive Credit Union.

Principal Responsibilities

- Maintain a high level of knowledge of Anti-Money Laundering, Countering the Financing of Terrorism and Financial Sanctions applicable to the Credit Union
- Work with Deputy CEO to comply with legal and regulatory requirements
- Monitor ML/TF risks and proactively track trends using the Akula system
- Carry out a programme of compliance monitoring & AML/CTF assurance testing
- Assist in preparing the AML-CTF Business Risk Assessment for Board review
- Assist in preparation for AML-CTF audits
- Carry out other duties as required

The Successful Candidate Should Possess

- Proven attention to detail and ability to prioritise, multitask and meet deadlines
- Ability to work as part of a team and independently on own initiative
- Excellent written and oral communication skills
- Proficiency in Microsoft Office
- Strong interpersonal, communication and organisational skills
- Self-motivation with an eagerness to learn and develop
- Experience in a Risk, Compliance or Audit function within Financial Services
- Minimum Competency Standards of CUA or QFA
- Professional Certificate in Compliance (LCO/ACOI etc.)

How to Apply

Please email a CV and Cover Letter

 b.oflynn@ballyconnellcu.ie

Closing date: Friday, 13 February 2026



Ballyconnell Credit Union

Ballinamore | Carrigallen | Swanlinbar

Member Services Officer

Tuesday to Saturday, 33.75 hours per week

Job Description

- Support the Senior Administrator by providing a helpful, friendly and professional in-person service to Members at branch locations
- Accurately process Members' cash transactions to Share, Loan and Current Accounts, including Card Payments, finalising daily cash reconciliation
- Assist Members with queries and problem-solving in person, by phone or email
- Provide access to online services, the Mobile App and electronic services to Members and to joining non-Members
- Process incoming and outgoing payments and transfers
- Ensure compliance with documented Policies and Procedures, particularly Anti-Money Laundering and Data Protection
- General office administrative tasks as outlined by the Senior Administrator

Person Description

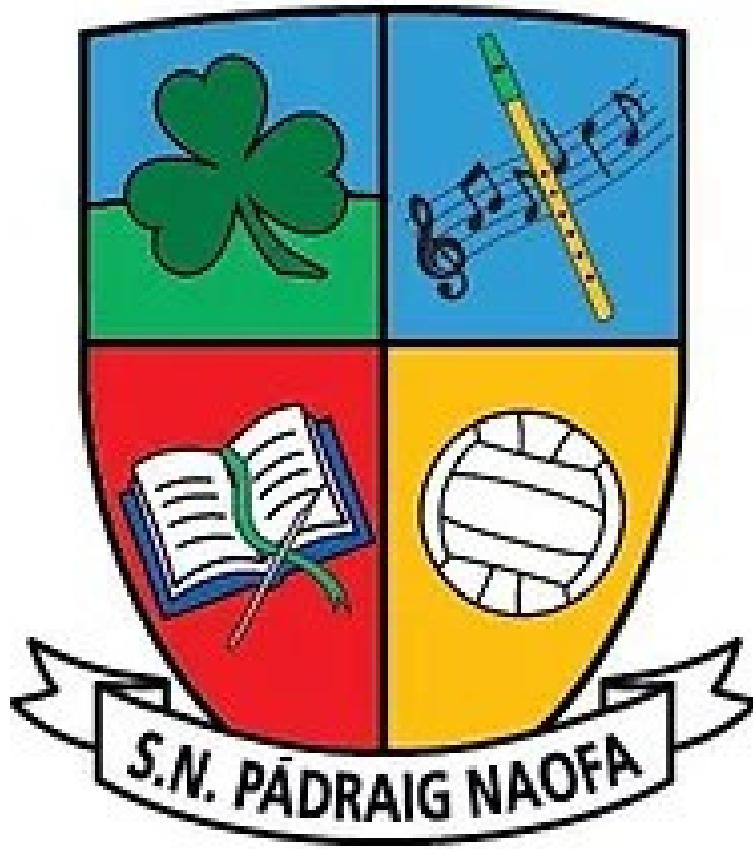
- Experience in a similar role in a Credit Union or other financial institution is an advantage
- Excellent standards of Member Service and communication, with an empathetic approach
- Excellent IT and administration skills
- Minimum education standard of Leaving Certificate
- Hold the required Minimum Competency Standards set by the Central Bank of Ireland or undertake to complete and maintain them within an agreed timeframe
- Full clean driving licence

How to Apply

Please email a CV and Cover Letter

 b.oflynn@ballyconnellcu.ie

Closing date: Friday, 13 February 2026



School Secretary

St. Patrick's N.S., Frenchpark

Hours: 18.5 hours per week

Applications are invited for the position of School Secretary at St. Patrick's National School, Frenchpark.

How to Apply

Applications are invited by email to:

 applicationsfrenchparkns@gmail.com

Further details regarding duties, responsibilities and requirements are available on the school website:

 www.frenchparkns.com



Ryan Structural Steel Services (Ryan Steel)
(formerly Regan Steel)

Ryan Steel is expanding and is currently recruiting motivated individuals to join their team.

Workshop Operative Fabricator

If you are hardworking, reliable, and interested in working in a busy steel workshop environment, Ryan Steel would like to hear from you.

How to Apply / Further Information

📞 Claire – 083 856 3135

✉️ claire@ryansteel.ie

Join a growing company with a strong reputation in the steel industry.



AgriSpread is currently recruiting for several positions across the company.

- **Control Systems Engineer / Software Developer**
 - Mechanical Design Engineer
 - Experienced Welders / Fabricators
- **OEM Mechanical / Assembly Technician**
- **CNC Plasma / Laser Cutter Operator**
- **Welding Supervisor**

For full job descriptions, visit www.agrispread.com/careers.
All roles are permanent, full-time positions with competitive rates.

Apply:

Email enquiries and CVs to info@agrispread.com

Location:

AgriSpread, Coolnaha, Ballyhaunis, Co. Mayo, F35 Y157

Approximate Commuting Times:

- Castlebar – 40 mins
- Ballina – 50 mins
- Carrick-on-Shannon – 50 mins
- Roscommon – 40 mins
- Headford – 50 mins
- Galway City – 1 hour
- Sligo Town – 45 mins



Production Floor Manager – Kitchens

📍 Roscommon | Full-Time

Mark Lohan Kitchens is an award-winning Irish kitchen manufacturer with over 24 years' experience designing, crafting and professionally installing bespoke kitchens and cabinetry for residential and commercial projects across Ireland and the UK.

We are currently recruiting a Production Floor Manager to join our manufacturing team at our facilities in Ballyboughan Business Park, Roscommon (F42 RC85).

The role seeks an experienced and capable leader to take full responsibility for factory floor operations, from machining and assembly through to final dispatch. Working closely with the wider production, logistics and management teams, the successful candidate will bring proven experience managing workshop or production floors within kitchen, joinery or furniture manufacturing environments, ensuring efficient output, high standards of workmanship and effective team coordination.

Salary:

€60,000 – €70,000 (in line with experience and qualifications)

Closing Date:

 17 Thursday, 12th February 2026

How to Apply

Please send your CV and covering letter to:

 careers@mlk.ie

Full job details, application information and other career opportunities are available :

 www.mlk.ie/careers



Applications are invited from suitably qualified and experienced persons for the following vacancies which may arise with Longford County Council:

Executive Planner

Competition Ref: EP/0126

Assistant Planner

Competition Ref: AP/0126

Graduate Planner

3-Year Fixed-Term Contract

Competition Ref: GP/0126

Candidates may be shortlisted based on information provided in their application form, including relevance and extent of experience.

Starting pay on appointment will be as per Department Circulars.

How to Apply

Application forms and further details are available from:

 www.longfordcoco.ie

Completed application forms must be emailed to:

 hrrecruitment@longfordcoco.ie



Temporary Clerical Officer (Grade III)

Longford County Council

Competition Ref: CO/0126

Applications are invited from suitably qualified and experienced persons for the above vacancy which may arise with Longford County Council.

Candidates may be shortlisted based on information provided in their application form, including relevance and extent of experience.

Starting pay on appointment will be as per Department Circulars.

How to Apply

Application forms and further details are available from:

 www.longfordcoco.ie

Completed application forms must be emailed to:

 hrrecruitment@longfordcoco.ie

 Closing date: no later than 4pm on Friday, 13th February 2026

Canvassing on behalf of candidates will lead to disqualification.



Part-Time Farm Worker / Manager

A part-time farm worker / manager is required to help run a small to medium-sized farm in the Newtownforbes / Drumlish area.

Requirements:

- Minimum 2 years' farming experience essential

Apply:

Call 087 295 7976

or

email cvs2042@gmail.com



A Painter & Decorator

Applicants must have experience.

Good rate of pay

Contact:
📞 087 252 8786



Caretaker

Scoil Naomh Molaise, Grange

Contract: Fixed term until 31st August 2026, with the possibility of extension

Hours: 20 hours per week (4 hours daily, worked as split shifts each day to cover morning opening and late afternoon lock-up)

Start Date: Monday, 9th March 2026

We are seeking a reliable, proactive, and friendly person to join our school community as Caretaker at Scoil Naomh Molaise. This is a key role in ensuring the school remains a safe, welcoming, and well-maintained environment for pupils, staff, and visitors.

The successful candidate must be Garda vetted and should have:

- Experience in maintenance, caretaking, or a similar site-management role
- Strong DIY skills and confidence in carrying out routine repairs
- Effective communication skills and the ability to work well as part of a team
- A positive, solution-focused attitude and the capacity to work independently

How to Apply

Interested individuals should contact the Principal at:

 applications@molaise.com

or the school office on:

 071 916 3419

 **Closing date :** 11th February 2026



GP Practice Nurse Required

GP Clinic in Boyle, Co. Roscommon

Apply with CV to:

 gpsurgery1@gmail.com

GP Practice Manager Required

For Sligo GP Clinic

Apply with CV to:

 sligopost@gmail.com



Multiple Vacancies – Arken Construction

Sligo (Immediate Start)

Due to continued expansion, Arken Construction is recruiting for the following positions:

- **Senior Quantity Surveyor**
- **Intermediate Quantity Surveyor**
- **Junior Quantity Surveyor**
- **Health & Safety Officer**
- **Junior Site Engineer**
- **Crane Driver (Self Erector Crane)**
- **Experienced Groundworkers / Pipe Layers**
 - **Scaffolder**

All positions are Sligo-based and available immediately.

Apply:

Please send your CV to info@arkenconstruction.com

OTHER VACANCIES

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Good Energies Alliance Ireland

We are Hiring! Good Energies Alliance Ireland (based in Ballinaglera Community Hall), wish to recruit the following positions:

Project Coordinator

35 hours per week, €45,000.00 (p.a)

This post would be attractive to a candidate who combines experience of project management, youth and community work practice, working with a voluntary board of management, familiarity with European funding models and an interest in climate action.

For full job description please email AnnaMcT.geai@gmail.com

To apply: CV and Cover Letter should be sent via email to goodenergiesalliance@gmail.com. Or by post to: Ballinaglera Community Hall, Ballinaglera N41 A2N8, County Leitrim

By 5pm on Friday 27th February 2026. For More Information, please contact – Aedin McLoughlin, 087 2382324

Caretaker - Employment Scheme

19.5 hours per week.

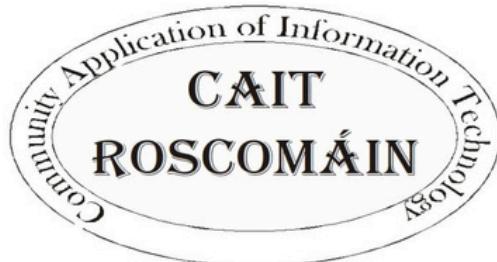
Setting up furniture, general cleaning and maintenance of Community Hall.

Applicants must be in receipt of unemployment benefit.

To apply please contact Aedin McLoughlin, 087 2382324/
goodenergiesalliance@gmail.com to check eligibility.

OTHER VACANCIES

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CAIT ROSCOMÁIN

A Community-based I.T. Learning Company

FULL-TIME COMPANY MANAGER

CAIT Roscomáin Ltd is based in Drumboylan, Co Roscommon and has been providing I.T. learning services to schools, community groups, and individuals in Roscommon and surrounding counties since 2002.

The company, which is part funded by the Department of Rural & Community Development through Pobal, has four full-time employees and is seeking a skilled, committed, and enthusiastic person to take up the position of Manager.

Reporting to the Board of CAIT Roscomáin, the manager will:

- Uphold the mission, purpose, and ethos of the company,
- Ensure the development, promotion, and delivery of I.T. training programmes in the community,
- Manage the co-ordination, supervision, and reporting of activities,
- Process payroll and ensure revenue payments are up to date,
- Innovate and diversify existing programmes to reach a wider customer base,
- Maintain the company's I.T. hardware.

The Successful candidate must demonstrate that they have the following qualifications and skills:

- Relevant third level qualification in a computer science / I.T. support discipline OR equivalent relevant experience.
- Have an interest in technology and be an enthusiastic follower of new developments.
- Excellent communication and organizational skills.
- Strong customer service skills.
- Sales and accounts experience are an advantage.
- Ability to maintain and upgrade I.T. equipment.

Salary: €32,652 (plus expenses)

Further company details can be found at www.caitroscomain.com

To apply for this position please email a CV with covering letter to info@caitroscomain.com

Please also supply contact details of two referees, at least one from a previous employer, who can comment on your suitability for the position.

Closing date for applications is Monday 2nd February 2026.

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**ARE
HIRING**

**A PART-TIME
ADMINISTRATOR**

Mo Chairde, is a Day & Activity Centre and a Community Food Services Programme who provide a vital range of social and health supports to older people and adults living with a disability to enable them to remain as independent as possible in their own homes and communities.

It is managed by Roscommon LEADER Partnership on behalf of Pobal and funded by the Department of Social Protection.

The Administrator will be responsible for obtaining quotes, requesting purchase orders, funding applications and complying with funder procedures.

Excellent IT skills including MS Excel and MS Office are essential.
Applicants must meet the CSP eligibility criteria (please note requirements in Job description)

For further details please visit <https://www.rosleaderpartnership.ie/job-opportunities/>

- **Salary:** Based on the rate of €14.15 per hour
- **Hours of work:** Part-time position
- **Contract duration:** Indefinite duration, subject to funding
- **Base of work:** Mo Chairde Centre, Keadue, F52 N928

Closing date and time for receipt of applications is Monday 9th Feb 2026

Send Your CV to: recruitment@ridc.ie **For More Information:** www.rosleaderpartnership.ie





OTHER VACANCIES

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Childhood Days

For Children with Learning Disability Ltd.

Laird House, Church Street,
Drumshanbo

0719640887 childhooddays2020@gmail.com

Qualified Early Years Educator to work with children with additional needs

Wanted for weekdays and Saturdays to work with children and teenagers with special needs. Full time position.

Minimum qualifications required Full Level 5 Childcare.

Previous Experience desirable

Application in writing to above address

Please include CV

This is a Community Services Programme funded position.

Applicants must be from a target group (e.g., currently unemployed)
Shortlisting will apply



Department of Rural and
Community Development

Se Roinn Forbartha
Tánaiste agus Pobal



Teilifís Éireann agus Seirbhís Stáit
Health Service Executive



An Póil Uasaí
agus Gaeilge Dhoine

Department of
Children and Youth Affairs

Designer Minds



Designer Minds run STEAM (Science, Technology, Engineering, Art and Maths) summer camps for primary school children, and are currently recruiting Summer Camp Leaders nationwide.

[Click Here to Apply](#)



WE ARE HIRING

- Join Our Team -

CARETAKER/CLEANER -
Ballinamore Youth Centre

Community Employment Scheme
19.5 Hours Per Week

Working Days/Times to be agreed with Centre Manager.

Eligibility criteria applies -
must be aged between 21 and 65 and in receipt of a
qualifying social welfare payment for the last 12

Asylum Seeker/Refugee - Over 18 / must have letter to
confirm refugee status & valid work permit (Stamp 4)

Good level of english is essential and some duties may
involve lifting / maintenance work

Call into us at Staisiún Óige/
Contact Orla on 071 9144150 or email
Orlakelly@ncycs.ie



COUNTY LEITRIM

Retail Assistant – Convenience Store (Leitrim Town)

Customer service, tills and stock duties; suitable for first-time job seekers.

Home Support Worker – Leitrim Area

Providing assistance to clients in their homes; training provided.

General Operative – Small Manufacturing / Warehouse Setting

Manual and production tasks; no prior experience required.

Catering Assistant – Local Café / Food Outlet

Food prep and service support role; entry-level and beginner friendly.

To Apply to and View more Leitrim job listings
Click here



COUNTY ROSCOMMON

Farm General Operative – Roscommon Area

Full-time farm support role; training provided.

Home Care Assistant – Roscommon Community

Flexible hours supporting clients in their homes; no experience required.

Warehouse Operative – Castlerea Area

Picking, packing and stock handling; suitable for entry-level applicants.

Food Service Assistant – Catering Environment

Assisting with food service and cleaning duties; training included.

To Apply to and View more Roscommon job listings

Click here



COUNTY SLIGO

Housekeeping Assistant – Sligo Area

Cleaning and maintenance role in accommodation settings; training provided.

Retail Team Member – Sligo Town

Customer-facing role in retail environment; no prior experience needed.

Home Care Support Worker – Sligo Region

Entry-level care role with flexible scheduling.

Afterschool Assistant – Sligo Area

Supporting children in afterschool programmes; suitable for beginners.

To Apply and View more Sligo listings
Click here



COUNTY LONGFORD

Production Operative – Manufacturing Setting

Factory-based production role with on-the-job training.

Cleaner / Housekeeping Assistant – Longford Area

Entry-level cleaning role in accommodation or facilities.

Home Support Worker – Longford Community

Providing day-to-day support to clients; beginner friendly.

General Operative – Warehouse / Logistics Role

Manual handling and stock duties; no experience required.

To Apply and View more Longford listings

Click here

COMMUNITY EMPLOYMENT

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7 Jobs

Support Worker – Drugs & Alcohol Rehabilitation Program



Ref: #CES-2430818

Published On: 26/01/2026

ROSSINVER YOUTH PROJECT, The C, Sraud, Rossinver, Co. Leitrim, F91 NY6V

Closing On: 09/03/2026

CE SCHEME



Caretaker



Ref: #CES-2430487

Published On: 23/01/2026

NCYCS, Drumshanbo Comm Hall, Hilly Road, Drumshanbo, Co. Leitrim, N41 PX66

Closing On: 06/03/2026

CE SCHEME



Environmental Worker



Ref: #CES-2429951

Published On: 21/01/2026

Carrick-On-Shannon, Co. Leitrim,

Closing On: 04/03/2026

CE SCHEME



Caretaker/Groundsman at GAA grounds



Ref: #CES-2362585

Published On: 16/01/2026

SEAN O'HESLIN'S GAA CLUB, Park Road, Ballinamore, Co. Leitrim, N41 R7P1

Closing On: 27/02/2026

CE SCHEME



Community Horticulture Advisor



Ref: #CES-2428727

Published On: 14/01/2026

Drumshanbo, Co. Leitrim, N41 F9W6

Closing On: 25/02/2026

CE SCHEME



Environmental Worker



Ref: #CES-2428222

Published On: 12/01/2026

AUGHAVAS PARISH IMPROVEMENTS S, Parochial House, Aghavas, Co. Leitrim, H12 RX99

Closing On: 23/02/2026

CE SCHEME



COMMUNITY EMPLOYMENT

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Call Operator



Ref. #CES-2426180

Location: The Food Hub, Carricknabrack, Drumshanbo, Co. Leitrim, N41 EK82

Published On: 23/12/2025

Closing On: 03/02/2026

CE SCHEME



Open your camera
app & point on the
jobs QR code to
view the ad online

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 **Instagram: leitrimdevco**

 **X/Twitter: @leitrimdevco**

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