



**JOB DESCRIPTION -ADMINISTRATOR**  
 (Community Employment Position\* *eligibility criteria applies*)

Based out of our IDP Buncrana office, the position of Administrator, under our Community Employment programme, offers an ideal opportunity to learn on the job and return to working in an office environment. The position will be to provide clerical support to our team of Development Officers in the day-to-day operations of their projects.

The position will be best suited for someone who has good organisational skills and likes to work in a team environment. Have you got good written and oral communication skills with an eye for detail? Then this may be the opportunity which is the bridge for you to return to the world of paid work . The main tasks will include:-

- booking meetings and events,
- inputting data on to our systems,
- following up with queries,
- processing documentation for invoice payments,
- taking minutes at meetings and
- supporting the Development Officers in the efficient delivery of their project activities.

This position is for 19.5 hours per week and is subject to eligibility criteria under the CE Scheme – details below:

<b>How you qualify for a CE scheme will depend on your age and your personal situation.</b>
<b>If you are aged between 21 and 55 years</b>
<b>In general, you must be unemployed. You must also be getting any combination of the following payments for at least 12 months:</b> <u>Jobseeker's Benefit (JB)</u> <u>Jobseeker's Allowance (JA)</u> <u>Jobseeker's Transitional payment (JST)</u> <u>One-Parent Family Payment (OFP)</u> <u>Deserted Wife's Benefit</u> <u>Widow's, Widower's or Surviving Civil Partner's Contributory Pension</u> <u>Widow's, Widower's or Surviving Civil Partner's Non-Contributory Pension or</u> <u>Farm Assist</u>
<b>Note:</b> If you are aged 21 and over, and are getting JB or JA, you can have worked up to 30 days in the 12 months before starting the CE scheme and still be eligible for the scheme.
<b>If you are aged 55 years and over</b>
You must be getting a qualifying social welfare payment for 12 months – as outlined above for people aged between 21 and 55 years. You can stay on CE for a maximum of 3 consecutive years. It may be possible to re-qualify for CE after a further 12 months on a qualifying payment. See information below for participants aged 62 and over.
<b>If you are aged 62 years and over</b>

Under the Service Support Stream pilot initiative, CE participants aged 62 years and over who meet the eligibility requirements may stay continuously on CE up to the age at which they qualify for a State pension providing that there are places available.

#### **Other schemes that count towards the qualifying period**

- Time spent on the COVID-19 Pandemic Unemployment Payment (PUP) will count towards the qualifying period for CE. Please note that if you are getting PUP, you must show that you have an entitlement to an existing social welfare payment for example Jobseekers Allowance before starting on a CE scheme.
- If you were getting basic Supplementary Welfare Allowance (SWA) before getting one of the payments listed above, the time on SWA can also count towards the qualifying period for CE, provided there are no breaks between different payments – for example, if you spent 2 months on SWA followed immediately by 10 months on Jobseeker’s Allowance.
- If you were getting Carer’s Allowance (CA), the time spent on CA can also count towards the eligibility period, but your caring responsibilities must have ceased and you must currently be getting either JA, JB or OFP.
- Time spent on a CE-qualifying disability-related payment can count towards the eligibility period, provided there is no break – for example, if you spent 3 months on Illness Benefit followed immediately by 9 months on Jobseeker’s Allowance.
- Time spent on a recognised training course such as SOLAS/ETB, a VTOS course, Youthreach or in prison may count as part of the qualifying period.
- Since 1 June 2018, people on the JobPath programme and the Tús scheme are eligible for CE.

#### **Other ways to qualify for CE**

If you do not qualify for CE under the eligibility criteria for your age group above, you may still be eligible for the scheme if you are aged 18 years and over and you are:

- Getting Disability Allowance, Blind Pension or Invalidity Pension, or
- Getting Illness Benefit for at least 6 months, or
- A member of the Traveller community, unemployed and getting Jobseeker's Benefit or Jobseeker's Allowance for any length of time or One-Parent Family Payment for at least 1 year, or
- A person with refugee status and getting any DSP payment for any length of time, or
- Referred following an appropriate assessment according to the National Drugs Rehabilitation Framework protocols, an ex-offender who has been referred by the Probation Service or other designated service, or an ex-offender not referred by a designated service who has been getting JA or JB for 12 months, or
- Living on one of the offshore islands and currently getting a CE-qualifying payment for 6 months or more (see list of CE-qualifying payments for people aged between 21 and 55 years below).

#### **Schemes that do not count towards the qualifying period for CE**

- Generally, time spent on Gateway, Rural Social Scheme, Springboard or getting Back to Education Allowance will not count towards the eligibility period. There are some exceptions to this, which can be found in the Community Employment procedures manual. Time spent as a qualified adult dependant on another person’s claim does not count towards CE eligibility.

