



**Tús is community work placement scheme offering 19½ hours per week working opportunities for unemployed people signing on and in receipt of Jobseekers Benefit / Allowance continuously for at least 12 months. You must speak to your case officer in Social Welfare to confirm if you are eligible.**

## Administration Jobs

Job Title	Location	Duties/Job Description	Contact
School IT support	Monkstown Farm	troubleshooting on school pcs and tablets, server servicing and general maintenance	Dave 087 - 7370327
Administrator	Blackrock	Preparation of Daily team roster ,documenting Client Reports and Comment book, Recording daily attendances, Recording Invoices, Updating Client and Human Resources files and Supporting with requirements of Health Act, audits in data gathering and updating files	Seamus - 087 1155030
Administration Assistant	Blackrock	Office Assistant	Seamus - 087 1155030
Administrative Assistant	Dun Laoghaire	TBC	Seamus - 087 1155030
Administration Assistant	Cabinteely	High level of office experience & admin	Dave - 087 7370327
Receptionist	Cabinteely	Office duties, greeting visitors to the centre	Dave - 087 7370327
Receptionist/ Administration	Dundrum	Dealing with phone callers and visitors. Providing administrative support in a small organisation.	Linda - 087 1364935
Administrative Assistant	Dun Laoghaire	General Admin Work	Seamus - 087 1155030
Archivist/ Administrator	Stocking Lane	Admin/Social Care/ Caretaking	Ciara - 087 7370366
Administration Assistant	Shankill	Administration assistant	Dave - 087 7370327
Administrator/ Receptionist	Blackrock	Preparing team roster, recording invoices, updating client and HR files, reception and switchboard	Seamus - 087 1155030
Receptionist/ Administration/ Social Media	Dundrum	Dealing with phone calls, queries, filing, handling emails, updating website content and social media.	Linda - 087 1364935
Admin Support	Leopardstown	Supporting Admin role in the hospital/ Reception role. Training will be given.	Gerarda - 087 9970376
Project Co-ordinator	Dundrum	Organise board meetings. Carry out research. Develop and maintain internal databases / information repositories. Carry our general office duties. Plan, organise and co-ordinate events in support of the Forum. Attend meetings and events representing the Forum. Provide support to on-going projects.	Gerarda - 087 9970376



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Administrator/ Receptionist	Dundrum	General office admin duties. Provide cover for the Receptionist when they are not available.	Ciara - 087 7370366
Administrator	Kiltiernan	Assist with general admin duties in the new Kiltiernan Parish Centre	Ciara - 087 7370366
Administrator	Ballinteer	Administration role dealing with the recording of player registrations, payments, etc.	Dave - 087 7370327
Librarian	Loughlinstown	Librarian in a Secondary School	Dave - 087 7370327
Admin support x2	Ballybrack	Assist in the admin support to Care & Repair service.	Dave - 087 7370327
Administrator	Rathfarnham	General Admin Duties	Ciara - 087 7370366
Social Media / Admin	Dundrum	Updating the Radio Station's Social Media Content	Linda - 087 1364935





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## Child Care Jobs

Job Title	Location	Duties/Job Description	Contact
Childcare Assistant	Ballinteer	Working in a pre-school	Gerarda - 087 9970376
Community Development Worker	Ballybrack	After school programme	Dave - 087 7370327
Childcare Assistant	Ballyogan	General childcare duties	Ciara - 087 7370366
Afterschool Worker	Dundrum	Homework support	Ciara - 087 7370366
Homework Assistant	Dundrum	Supporting children with their homework and coming up with creative exercises to support this	Ciara - 087 7370366
Childcare Assistant	Loughlinstown	Assist in the care and welfare of young children	Seamus - 087 1155030
Preschool Assistant	Monkstown	Looking after children and helping out in the preschool	Gerarda - 087 9970376
Classroom assistant	Rathfarnham	Helping young national school children with their reading and art etc	Seamus - 087 1155030
Pre-school Assistant	Shankill	Helping with young Children at the Preschool	Gerarda - 087 9970376
Childcare	Shankill	Helping with pre-school children	Gerarda -



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## Driving Jobs

Job Title	Location	Duties/Job Description	Contact
Bus Driver	Rathfarnham	Providing an accessible transport service to people with limited mobility in south and west Dublin	Linda - 087 1364935
Facilitator	Blackrock	Driving service vehicle, accompanying clients to activities such as swimming, shopping, and appointments	Ciara - 087 7370366
Driver	Dundrum	Driving a van (B Licence) transporting charitable donations within Dublin and across the country.	Linda - 087 1364935



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## Education/Coaching Jobs

Job Title	Location	Duties/Job Description	Contact
Project Worker with children and youth services	Ballinteer	Assisting in the creation of services and supports for children & young people. This role also involves supporting new research in the DLR area which Hillview is the lead organisation working along side neighbouring FRC's and the Children & Young People's Services Committee (CYPSC)	Gerarda - 087 9970376
Schools Coach	Dalkey	coaching schools hurling & football	Seamus - 087 1155030
Librarian	Blackrock	School Library - updating loans and returns, logging new books	Peter - 087 9754787
Soccer Coach	Cabinteely/Ballybrack	Assisting with Coaching of Juniors in Soccer.	Gerarda - 087 9970376
Schools Coach	Dalkey	Coaching schools hurling & football	Seamus - 087 1155030
Sports Support	Dun Laoghaire	Supporting young early school leavers with sports and outdoor activity and helping set rooms up for meetings	Gerarda - 087 9970376
Music Support	Dun Laoghaire	Supporting young early school leavers with music and musical /drama activity and helping set rooms up for meetings	Gerarda - 087 9970376
Coach	Kilternan	Coaching underage soccer teams in the club and local community	Peter - 087 9754787
Librarian	Deansgrange	Dealing with young adults/teenagers sorting out a Library in a School .	Gerarda - 087 9970376
Classroom Assistant	Ballybrack	Assisting teachers in a classromm	Dave - 087 7370327



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## IT Jobs

Job Title	Location	Duties/Job Description	Contact
School IT support	Monkstown Farm	Updating software and Server servicing, assisting teachers with tech difficulties	Dave 087 7370327
School IT Support	Loughlinstown	Keep school equipment updated and in operation	Dave - 087 7370327
IT in Schools	Various	IT trouble shooting skills	Sean - 087 2715031



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## Operative/Trades Jobs

Job Title	Location	Duties/Job Description	Contact
Caretaker	Balally	General caretaking and maintenance duties. Looking after the grounds and gardens.	Peter - 087 9754787
Caretaker	Balally	General Caretaking and Maintenance skills	Ciara - 087 7370366
Cleaner	Balally	Cleaning	Ciara - 087 7370366
General Assistant	Balally	Cleaning duties, greeting visitors to the centre, assisting in the coffee dock, preparing meeting rooms for groups, etc.	Peter - 087 9754787
Caretaker	Ballinteer	General Caretaker & Maintenance & Pitch Marking.	Dave - 087 7370327
Caretaker	Ballinteer	General caretaking and maintenance in school	Ciara - 087 7370366
Caretaker Football club	Ballybrack	General maintenance of pitches and clubhouse. 2 Roles available with one being mornings only and the other role is evenings based.	Seamus - 087 1155030
Caretaker	Blackrock	Painting/ General Maintenance/ Gardening	Ciara - 087 7370366
General Maintenance x3	Ballybrack/ DLR	General DIY & gardening service for the over 65yr olds in the DLR area. Working as part of a small team of operatives working out of the Scout Den, Coolevin.	Dave - 087 7370327
Caretaker x 1	Blackrock	General Caretaking / grass cutting	Dave - 087 7370327
Caretaker	Blackrock	General Caretaking duties	Seamus - 087 1155030
Caretaker / Groundskeeper	Blackrock	General maintenance of the grounds and caretaking	Peter - 087 9754787
Housekeeper	Blackrock	To help with the cleaning of the premises	Linda - 087 1364935
Caretaker	Cabinteely/ Ballybrack	Assisting with cutting grass, preparing pitches for matches etc	Gerarda - 087 9970376
Maintenance	Blackrock	General DIY	Linda - 087 1364935
Caretaker	Dalkey	Pitch marking / general tidy up duties.	Seamus - 087 1155030
Caretaker	Blackrock	Light caretaking Duties, cutting grass / painting etc	Linda - 087 1364935





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## Operative/Trades Jobs

Job Title	Location	Duties/Job Description	Contact
Gardener	Dalkey	Grounds Keeper/Gardener	Linda - 087 1364935
Groundsperson	Bray	Repairing fences, planting, grass cutting	Dave - 087 7370327
Caretaker	Cabinteely	General cleaning and maintenance, organising rooms for events, dealing with visitors to the centre, security and locking up, etc.	Dave - 087 7370327
Caretaker	Dun Laoghaire	Cleaning of Church. Cleaning of Church Hall. Gardening	Gerarda - 087 9970376
Cleaner	Dun Laoghaire	General Cleaning of school and classrooms	Gerarda - 087 9970376
Gardener	Dun Laoghaire	Maintenance of Gardens. Cleaning of outdoor artificial Bowling Green	Gerarda - 087 9970376
Caretaker	Churchtown	General maintenance of the grounds and caretaking.	Peter - 087 9754787
Caretaker	Dalkey	General Caretaking duties.	Seamus - 087 1155030
Gardener	Dalkey	Grounds Keeper/Gardener.	Linda - 087 1364935
Boat Maintenance Assistant	Dalkey	Maintenance of boats, premises, cleaning, minor repairs	Seamus - 087 1155030
Caretaker	Dundrum	Cleaning duties / preparation of rooms for events / general maintenance duties	Ciara - 087 7370366
Caretaker	Dun Laoghaire/ Glenageary	Helping with opening up the Church hall, gardening/cleaning	Gerarda - 087 9970376
Caretaker	Goatstown	General Caretaking duties	Ciara - 087 7370366
Caretaker	Dun Laoghaire	This is a split role between the two organisations - caretaking, general maintenance, security presence in the church.	Seamus - 087 1155030
Caretaker	Dun Laoghaire/ Glenageary	Helping with opening up the Church hall, gardening/cleaning	Gerarda - 087 9970376
Horticulture/ Gardening	Dundrum	Working in the gardens and potting sheds. All outdoor work	Ciara - 087 7370366
Caretaker	Monkstown	General maintenance of the grounds and gardens / painting and repair / some cleaning	Seamus - 087 1155030



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## Operative/Trades Jobs

Job Title	Location	Duties/Job Description	Contact
Caretaker	Monkstown	Maintenance of grounds	Linda - 087 1364935
Caretaker	Monkstown	Maintenance of school grounds	Gerarda - 087 9970376
School caretaker	Monkstown Farm	General school caretaking duties, grass cutting, painting. General DIY experience, Garda vetting is required.	Dave 087 7370327
Caretaker	Glencullen	Maintenance of premises, upkeep of pitches and clubhouse, minor repairs, etc.	Seamus - 087 1155030
Caretaker	Kill Ave	General caretaking duties	Dave - 087 7370327
Caretaker	Kilmacud	Caretaking & Painting skills	Peter - 087 9754787
Caretaker	Kilternan	Maintenance of pitches, premises, cleaning, minor repairs	Peter - 087 9754787
Caretaker	Sallynoggin	General school maintenance	Dave - 087 7370327
Caretaker	Kilternan	External grounds maintenance including pitches, carpark and walkways. Internal clubhouse upkeep & maintenance in dressing rooms, gym, recreational areas & entrance	Peter - 087 9754787
Caretaker	Sallynoggin	Maintenance of pitches, premises, cleaning, minor repairs	Seamus - 087 1155030
Caretaker	Shankill	Grounds Keeper Ability to use ride on lawnmower	Seamus - 087 1155030
Caretaker	Leopardstown	Caretaker/general maintenance of school grounds	Ciara - 087 7370366
Assistant School Caretaker	Loughlinstown	General caretaking duties	Dave - 087 7370327
Caretaker	Monkstown	Repairs/servicing and general upkeep of two residential homes - Racefield Lr Mounttown Road and Glen Silva Monkstown Road. The person will work alongside a fulltime caretaker.	Linda - 087 1364935
Caretaker/Car Park Attendant	Dun Laoghaire	Directing Traffic and setting up rooms for meetings	Gerarda - 087 9970376
Groundsperson	Nutgrove	General pitch maintenance/ grounds keeping	Ciara - 087 7370366
Gardener	Dalkey	To maintain the upkeep of gardens in Retirement home	Linda - 087 1364935



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## Operative/Trades Jobs

Job Title	Location	Duties/Job Description	Contact
Caretaker	Rathfarnham	Helping maintain the school grounds and building	Seamus - 087 1155030
Caretaker	Sallynoggin	Maintenance of pitches, premises, cleaning, minor repairs	Seamus - 087 1155030
Caretaker	Shankill	Maintenance and marking of pitches, cleaning, minor repairs	Seamus - 087 1155030
Caretaker	Sandyford	Maintenance of School grounds and Premises. Assist with the smooth running of essential services.	Dave - 087 7370327
Caretaker	Sandyford	General caretaking and maintenance duties. Looking after the grounds and gardens.	Peter - 087 9754787
Caretaker	Ballybrack	General maintenance of school grounds, gardening, painting, occasional preparation of facilities for school events	Gerarda - 087 9970376
Cleaner	Sandyford	Cleaning and general maintenance in daycare centre for people with disabilities	Linda - 087 1364935
Horticulture	Sandyford	Working in the gardens and potting sheds.	Linda - 087 1364935
Caretaker	Shankill	Maintenance of premises - grounds keeping, decorating, minor repairs, etc.	Ciara - 087 7370366
Caretaker	Shankill	Pitch marking / general tidy up duties	Seamus - 087 1155030
Horticulture/ caretaking	Shankill	General maintenance of flower beds/ baskets/ in the village. Litter picking	Linda - 087 1364935
Cleaner	Shankill	General cleaning duties in a childcare/ community centre setting	Gerarda - 087 9970376
Cleaner /Caretaker	Stillorgan	Cleaning and general maintenance in centre for people with disabilities	Seamus - 087 1155030
Gardener/ Caretaker	Blackrock	Provide assistance with upkeep of garden	Seamus - 087 1155030
Gardening/ Horticulture	Leopardstown	Assisting in working in the gardens on the grounds of Leopardstown Hospital	Gerarda - 087 9970376
Kitchen Assistant	Leopardstown	Assisting in working in the kitchen for food prep or cleaning dishes Leopardstown Hospital	Gerarda - 087 9970376
Cleaner/ caretaker	Ballybrack Cabinteely	Assisting with cleaning of the clubhouse & available at weekends	Gerarda - 087 9970376
Caretaker	Shankill	General maintenance of grounds and building	Seamus - 087 1155030



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Job Title	Location	Duties/Job Description	Contact
Caretaker	Rathfarnham	General maintenance of school grounds and building	Seamus - 087 1155030
Maintenance	Leopardstown	Helping with maintenance in the hospital	Gerarda - 087 9970376
Cleaner	Blackrock	Cleaning of premises in Blackrock, hoovering, making beds, general cleaning duties.	Linda - 087 1364935
Caretaker	Blackrock	General maintenance of building	Seamus - 087 1155030
Caretaking	Blackrock	General maintenance of building and grounds	Ciara - 087 7370366
Caretaker	Dundrum	Maintenance and marking of pitches, cleaning, minor repairs	Seamus - 087 1155030
School caretaker x2	Ballybrack / Loughlinstown	Assist the resident school caretaker with maintenance/grounds duties	Dave - 087 7370327
Caretaker	Ballybrack	Ballybrack Mens Shed	Gerarda - 087 9970376



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## Retail Jobs

Job Title	Location	Duties/Job Description	Contact
Retail Assistant	Blackrock	Till operation / shop floor merchandising / customer service / preparation of stock for sale; receipt of stock / sorting and preparing items for sale / pricing of stock / general housekeeping	Seamus - 087 1155030
Club Shop Assistant	Dalkey	Working in the club shop	Seamus - 087 1155030
Retail Assistant	Dun Laoghaire	Sorting clothes, cashier and general retail duties	Gerarda - 087 9970376
Retail Assistant	Dun Laoghaire	Till operation / shop floor merchandising / customer service / preparation of stock for sale; for the store room assistant: receipt of stock / sorting and preparing items for sale / pricing of stock / general housekeeping	Seamus - 087 1155030
Retail Assistant	Dundrum	Retail Assistant working in busy charity shop	Seamus - 087 1155030
Retail Assistant	Dun Laoghaire	Till operation / shop floor merchandising / customer service / preparation of stock for sale; for the store room assistant: receipt of stock / sorting and preparing items for sale / pricing of stock / general housekeeping	Peter - 087 9754787
Retail Assistant	Dun Laoghaire	General shop duties, Sorting through donations, Upkeep of premises	Seamus - 087 1155030
Retail Assistant	Blackrock	Till operation / shop floor merchandising / customer service / preparation of stock for sale; for the store room assistant: receipt of stock / sorting and preparing items for sale / pricing of stock / general housekeeping	Seamus - 087 1155030
Retail Assistant	Dundrum	To be a Retail Assistant in a very well presented Charity Shop. To serve customers in a professional & courteous manner, and also handle till operation, sorting of stock, merchandising of stock for sale, tidying and cleaning of shop.	Linda - 087 1364935
Retail Assistant	Dundrum	Retail assistant working in busy charity shop	Peter - 087 9754787
Retail Assistant	Blackrock	Retail Assistant working in busy charity shop	Seamus - 087 1155030
Retail Assistant	Dundrum	Retail Assistant working in busy charity shop	Seamus - 087 1155030



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Job Title	Location	Duties/Job Description	Contact
Retail Assistant	Dun Laoghaire/ Rathfarnham	Sorting clothes, cashier and general retail duties	Gerarda - 087 9970376
Retail Assistant	Rathfarnham	Retail assistant working in busy charity shop	Ciara - 087 7370366
Retail Assistant	Rathfarnham	General shop duties	Seamus - 087 1155030
Retail Assistant	Rathfarnham	Till operation / customer service / preparation of stock for sale; : receipt of stock / sorting and preparing items for sale / general housekeeping	Peter - 087 9754787
Retail Assistant	Rathfarnham	Sorting clothes, cashier and general retail duties	Seamus - 087 1155030



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## Social Care Jobs

Job Title	Location	Duties/Job Description	Contact
Activities Assistant	Ballinteer	To help with preparing for and assisting with activities for the residents. To engage with the residents.	Ciara - 087 7370366
Gardener	Ballinteer	To maintain the existing gardens, walking areas, planting areas. To engage with interested residents in garden related matters.	Ciara - 087 7370366
Activities Assistant/Carer	Blackrock	Working with older people with Dementia in non residential day care centre and interested in doing activities, going on outings ,helping at lunch time ,doing art activities etc	Seamus - 087 1155030
Carer	Blackrock	Working with older people with Dementia in non residential day care centre and interested in doing activities, going on outings ,helping at lunch time ,doing activities etc	Seamus - 087 1155030
Befriender	Dun Laoghaire	Accompany people on day trips and excursions, spend time with service users doing activities.	Peter - 087 9754787
Befriender	Dun Laoghaire	Accompany young people on day trips and excursions, spend time with service users doing activities etc...	Linda - 087 1364935
Support Outreach Worker	Dun Laoghaire	Assist with providing flexible support and supervision to clients with mild intellectual disabilities while engaging in community based activities during the day and some weekends and evenings	Gerarda - 087 9970376
Social Care Workers	Stocking Lane	supporting people with Alzheimer's	Ciara - 087 7370366
Carer	Blackrock	Supporting people with Alzheimer's	Seamus - 087 1155030
Social care assistant	Leopardstown	Assisting the carers	Gerarda - 087 9970376
Social Care Worker	Stillorgan	Supporting Adults with intellectual disabilities, accompanying them to shops, outings.	Ciara - 087 7370366



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## Other Jobs

Job Title	Location	Duties/Job Description	Contact
Stable / Yard Assistant	Bray	Mucking out, grooming etc	Dave - 087 7370327
Tour Guide	Dalkey	Prepare and deliver introductory and fully guided tours and historical and literary walks / Reception duties - telephone, bookings, providing tourist information / gift shop sales / general housekeeping	Seamus - 087 1155030
Lighting Technical	Dundrum	Assist with the lighting and rigging of the theatre productions/ General Maintenance	Gerarda - 087 9970376
Radio Researcher	Dundrum	Researching events/ stories within the community	Linda - 087 1364935
Sound Engineer	Dundrum	Sound Engineer - small community radio station	Linda - 087 1364935