



An Roinn Coimirce Sóisialaí  
Department of Social Protection

### Tús Admin Vacancies – March 2024

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Administration Assistant	Ballyogan	Providing administrative support in a small organisation-reception, filing, dealing with clients and visitors	Good communication and IT skills. Flexible, able to work on won initiative and unsupervised	Ciara - 087 7370366
Administrator	Blackrock	Assist with general admin duties in the Parish Centre	Good communication and organisation skills.	Ciara - 087 7370366
Administrator/ Receptionist	Churchtown	Liaising with students, teachers and external contacts, Booking appointments, Dealing with phone queries, sorting greeting clients.	Comfortable with MS office, good communication skills both oral and written, good customer service ethos.	Sean - 087 2715031
Receptionist	Dún Loaghair	Basic Administration duties	Reliable with excellent communication skills. Basic computer skills.	Linda - 087 1364935



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IT Database Controller	Dalkey	Updating the clubs database and ,liasing with various sub committees	Basic computer and administration skills	Dave - 087 7370327
Reception Support	Deansgrange	Reception	Emailing Members. Taking membership enquiries. Welcoming members to the club	Gerarda - 087 9970376
Admin Support	Leopardstown	Supporting Admin role in the hospital/ Nursing Admin Training will be given. Full GV Clearance required for this role	Good admin and communication skills	Gerarda - 087 9970376
Receptionist/ Administration/ Social Media	Dundrum	Dealing with phone calls, queries, filing, handling emails, updating website content and social media.	Comfortable with MS Office suite, Good customer service skills, good attention to detail. Social media experience desirable..	Linda -  087 1364935
Admin Support	Leopardstown	Supporting with Admin duties at Leopardstown Pk Hosp	Exp in Admin and training will be given	Gerarda - 087 9970376



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IT Support	Kill Ave	Carry out web updates, administration for Social media profile	Experience required	Dave - 087 7370327
Admin Support	Cabinteely/Kilbogget	General admin. Assisting in ordering stock,. Follow up on enquiries and emails, notifications etc.	Good admin skills and excel. Pleasant personality and get along with people	Gerarda - 087 9970376
Project Co-ordinator	Dundrum	Organise board meetings. Support to maintain internal databases / Carry our general office duties.	Good communication and organisation skills. Able to work on own initiative and in a team environment.	Sean - 087 2715031
Admin Support	Dún Laoghaire	Administation for community bike rental service	Work on own initiative, good admin skills	Dave - 087 7370327
IT Support	Kill Ave	Carry out web updates, administration for Social media profile	Experience required	Dave - 087 7370327



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## Tús Caretaking /Cleaning Vacancies March 2024

	Location	Duties/Job Description	Candidate Requirements	Team Leader
Caretaker	Ballinteer	General caretaking and maintenance in school	Maintenance skills/ability to use own initiative/outdoor work	Ciara - 087 7370366
Caretaker	Blackrock	Painting/ General Maintenance/ Gardening	Good overall maintenance skills, ability to work on own initiative	Ciara - 087 7370366
Caretaker/Meet and Greet	Ballinteer	Cleaning the centre. Assisting with preparing and setting the rooms up for training. This is open to various opportunities depending on experience for Project work	Team player. / (morning/Evening Shifts flexible). GV is required	Gerarda - 087 9970376
Cleaner	Dundrum	Cleaning duties / preparation of rooms for events / general maintenance duties	Good maintenance skills, able to work using own initiative, reliable, good communication skills, work as part of team	Ciara - 087 7370366
Caretaker	Dundrum	Caretaking/cleaning/maintenance skills	Light caretaking & cleaning required	Ciara - 087 7370366
Groundsperson	Nutgrove	General pitch maintenance/ grounds keeping	Ability to work as part of a team, general maintenance skills	Ciara - 087 7370366
Groundsperson	Rathfarnham	Groundsperson and general caretaking in football club	Outdoor work/maintenance skills	Ciara - 087 7370366



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General Assistant	Balally	Cleaning duties, greeting visitors to the centre, assisting in the coffee dock, preparing meeting rooms for groups, etc.	Good interpersonal skills, flexibility, teamwork	Ciara - 087 7370366
Caretaker / Groundskeeper	Blackrock	General maintenance of the grounds and caretaking	Ability to work on own initiative	Ciara - 087 7370366
Caretaker	Kill Ave	General caretaking	DIY skills required	Dave - 087 7370327
Caretaker	Churchtown	General maintenance of the grounds and caretaking.	Ability to work on own initiative.	Ciara - 087 7370366
Caretaker	Dundrum	Maintenance and marking of pitches, cleaning, minor repairs	Good general experience of maintenance work, good attitude, careful and professional approach, teamwork	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. Driver preferable.	DIY / Maintenance experience / Horticulture and gardening experience an advantage for the schools project / Work well in a team environment & on own initiative / Good communication & interpersonal skills - friendly, approachable & helpful in nature / Willing to co-operate & interact with community groups / people in the surrounding area	Dave - 087 7370327
Assistant School Caretaker	Ballybrack	Maintenance duties	Willing to learn and take direction.	Dave - 087 7370327
Assistant School Caretaker x 2	Loughlinstown	General caretaking duties	Good DIY skills, grass cutting, flexible & willing attitude	Dave - 087 7370327
School caretaker x1	Ballybrack / Loughlinstown	Assist the resident school caretaker with maintenance/grounds duties	General caretaking, grass cutting, painting, moving furniture etc	Dave - 087 7370327



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School Caretaker	Monkstown Farm	Assist the resident school caretaker with maintenance/grounds duties	General caretaking, grass cutting, painting, moving furniture etc	Dave - 087 7370327
Cleaner	Loughlinstown	Cleaning of the premises, hoovering ect	Must be able to work on own initiative	Dave - 087 7370327
Caretaker	Dalkey	Pitch marking / general tidy up duties.	Maintenance of premises, upkeep of pitches and clubhouse, minor repairs, etc.	Dave - 087 7370327
Caretaker	Kilmacud	Caretaking & Painting skills	Maintenance, general DIY skills	Ciara - 087 7370366
Caretaker	Sallynoggin	Maintenance of pitches, premises, cleaning, directing traffic, weekend placement	Good general experience of maintenance work, good attitude, careful and professional approach, teamwork	Dave - 087 7370327
Caretaker	Sallynoggin	Coffee dock staff	Barista training or experience desirable	Dave - 087 7370327
Caretaker	Kilbogget Cabinteely	Helping with caretaking and cleaning	Willing to work with a team	Gerarda - 087 9970376
Cleaner	Dalkey	Afternoons - cleaning preschool in Dalkey	Interested in cleaning and work on own initiative. GV required	Gerarda - 087 9970376
Caretaker	Monkstown	Maintenance of school grounds	Reliable with a general knowledge of DIY	Gerarda - 087 9970376
Caretaker	Deansgrange	Maintenance of Tennis Courts . Clubhouse and grounds. GV required	Good maintenance skills, able to work using own initiative, reliable, good communication skills	Gerarda - 087 9970376
Caretaker	Ballybrack	General maintenance of school grounds, gardening, painting, occasional preparation of facilities for school events	Enthusiastic, ability work as part of a team	Gerarda - 087 9970376



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Caretaker/Cleaner	Shankill	General cleaning duties in a childcare/ community centre setting	Ability to work in a busy community centre. Good communication skills. Ability to work as part of a team or on your own	Gerarda - 087 9970376
Gardening/ Horticulture	Leopardstown	Assisting in working in the gardens on the grounds of Leopardstown Hospital. Participant will get excellent gardening experience.	A keen interest in gardening. Honest and enthusiastic. Garda Vetting Req.	Gerarda - 087 9970376
Kitchen Assistant	Leopardstown	Assisting in working in the kitchen for food prep or cleaning dishes	A keen interest in kitchen working with a hard working friendly team.	Gerarda - 087 9970376
Maintenance	Leopardstown	Helping with maintenance in the hospital	A general understanding of maintenance & able a team player . Excellent Training will be given	Gerarda - 087 9970376
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.	Good overall maintenance skills, ability to work on own initiative	Gerarda - 087 9970376
Caretaking	Kilternan	General maintenance of building and grounds	DIY skills	Ciara - 087 7370366
Cleaner	Blackrock	Cleaning of premises in Blackrock, hoovering, making beds, general cleaning duties.	Have an interest in cleaning work in a nice relaxed environment.	Linda - 087 1364935
Cleaner	Ballybrack / Loughlinstown	Cleaning of the premises, hoovering ect	Must be able to work on own initiative	Dave - 087 7370327
Caretaker	Blackrock	General maintenance of building	Maintenance of premises and grounds minor repairs, etc.	Ciara - 087 7370366



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Caretaker	Sallynoggin	General school maintenance	DIY skills	Sean - 087 2715031
Bicycle maintenance	Dún Laoghaire	Service and repair of community bikes	Experience desirable or mechanical knowledge	Dave - 087 7370327

## Tús Catering Vacancies March 2024

Job Title	Location	Duties/Job Description	Candidate Requirements	Provider	Team Leader
Coffee Shop Assistant	Kilternan	Serving tea/ coffee / soup /sandwiches - cleaning kitchen and dining area.	Enthusiastic, good interpersonal skills, enjoy working with people.	Kilternan Parish	Ciara - 087 7370366
Housekeeper	Kill Ave	General housekeeping, providing and laying out tea/coffee etc	Experience required	BEC	Dave - 087 7370327
Coffee Shop Assistant	Blackrock	Serving Coffees/Teas Soups and Sandwiches	Good personal and communication skills. Training provided.	Newpark Parish Centre	Ciara - 087 7370366
Coffee Shop Assistant	Kilternan	Serving Coffees/Teas Soups and Sandwiches	Good personal/ communication skills. Training provided.	Kilternan Parish Centre	Ciara - 087 7370366
Catering Asst in Kitchen	Leopardstown	Assisting in a busy kitchen	Work well with people. Garda Vetting required	Leopardstown Park Hospital	Gerarda - 087 9970376





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## Tús Childcare Vacancies March 2024

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Childcare Assistant	Ballyogan	General childcare duties	Enthusiastic about working with children, some qualifications an advantage	Ciara - 087 7370366
Community Development Worker x2	Ballybrack	After school programme	Good general education standard, Flexible, must enjoy working with children.	Dave - 087 7370327
Afterschool Worker	Dundrum	Homework support	Work as part of a team, enjoy working with children, friendly personality	Ciara - 087 7370366
Childcare Assistant	Shankill	Helping with pre-school children	Interest in childcare. Good with children. Ability to work as part of a team and able to take direction.	Gerarda - 087 9970376

## Tús Driver Vacancies 2024

Job Category	Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Driving	Driver/ Helper	Blackrock	Driving service vehicle, accompanying clients to activities such as swimming, shopping, and appointments	Interest in supporting people with disabilities to maximise their quality of life, full drivers licence	Ciara - 087 7370366



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## Tús Education and Coaching Vacancies - March 2024

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Librarian	Blackrock	School Library - updating loans and returns, logging new books	Ability to work on their own, basic IT skills required	Ciara - 087 7370366
Schools Coach	Dalkey	coaching schools hurling & football	Interest in GAA	Dave - 087 7370327
Soccer Coach	Kilboggett Cabinteely	Assisting with Coaching of Juniors in Soccer.	Interested in football and must have recognised training in football coaching - kickstart. Availability weekday evenings and Weekend mornings	Gerarda - 087 9970376
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	Some experience an advantage	Gerarda - 087 9970376

## Tús IT Vacancies - March 2024

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
School IT Support	Monkstown Farm	Keep school equipment updated and in operation	Experience required in Web Design and Software updating	Dave - 087 7370327



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## Tús Retail Vacancies - March 2024

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
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	interest in charity stores / good customer service skills / organisational skills	Linda -  087 1364935
Retail Assistant	Dún Laoghaire	Retail Assistant working in busy charity shop	People skills, ability to work as part of a team	Ciara - 087 7370366
Retail Assistant	Dún Laoghaire	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	Friendly person with excellent communication skills.	Gerarda - 087 9970376
Retail Assistant	Dún Laoghaire	Retail assistant working in busy charity shop	Ability to work as part of a team, good interpersonal skills required.	Ciara - 087 7370366
Retail Assistant	Dún Laoghaire	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	Good Communicator and Team player, Interested in Customer Service	Gerarda - 087 9970376



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Retail Assistant	Dún Laoghaire	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	Pleasant personality and a Team player	Gerarda - 087 9970376
Retail Assistant	Dún 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	interest in charity stores / good customer service skills / very flexible as weekend work may be required / organisational skills	Gerarda - 087 9970376
Retail Assistant	Dalkey	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	Friendly person with excellent communication skills.	Gerarda - 087 9970376
Retail Assistant	Dún Laoghaire	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	Friendly person with excellent communication skills.	Gerarda - 087 9970376
Retail Assistant	Dundrum	Retail Assistant working in busy charity shop	Friendly person with excellent communication skills.	Linda - 087 1364935



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## Tús Social Care Vacancies - March 2024

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Befriender	Dún Laoghaire	Accompany people on day trips and excursions, spend time with service users doing activities.	Have a friendly, open and empathic nature, be able to adapt to different personalities and work with individuals with different needs.	Gerarda - 087 9970376

## Tús Other Vacancies - March 2024

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Bus Escorts	Ballybrack	Morning and afternoons. Going on the bus with the children	Like working as a team and with children	Gerarda - 087 9970376