



CONGRESS INFORMATION AND  
OPPORTUNITY CENTRE CLG



#CES-2350072



Kilrush, Co. Clare,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/09/2024



31/10/2024

## How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

( Search using the scheme reference number and submit your details )

or

Contact a case officer in your [local Intreo Office](#)



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## Information Officer (Citizens Information - Kilrush)

### Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

You can register your interest by selecting the 'Register your interest' button or you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

To provide direct delivery of information, advice, advocacy and referral services in accordance with Citizens Information Board guidelines for the provision of Citizens Information services.

To complete all necessary follow-up work arising from client contacts.

To provide assistance to the Manager in the development of innovative processes for the provision of quality information to clients.

To liaise and co-operate with other providers of information, advice, advocacy and referral services – statutory and voluntary.

To operate the organisation's query management system (OYSTER) and agreed systems for the monitoring and evaluation of the service.

To assist in any research and/or social policy initiatives appropriate to the development of the service.

To contribute to the completion of administrative tasks generally.

To undertake such duties as may be assigned from time to time by the Development Manager.

Undertaking publicity and promotional initiatives appropriate to the development of the service.

Full Training provided.

- **Sector:** information and communication