



Dun Laoghaire Rathdown Community

Employment Scheme



#CES-2354607



DALKEY CASTLE & HERITAGE CTR, Castle Street, Dalkey, Co. Dublin, A96 DE61



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/09/2024



22/10/2024

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](#)



Open your camera app & point here to view this ad online



Tour Guide. Dalkey Castle & Heritage Site, Castle Street, Dalkey, Co Dublin. A96 DE61

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.

- Assist with delivering introductory tours, & fully guided tours.
- To prepare and lead Historical and Literary Walks*
- To carry out reception duties: answering the telephone, handling and taking bookings and supplying tourist information in a highly professional manner.
- Till reconciliation and daily/weekly/monthly accounts, visa transactions.
- Stock-taking, stock-ordering, pricing.
- Filing, typing, photocopying, and other administrative duties as required.
- To assist in living History Tours.
- To actively participate as a member of the team within the Centre.

- **Sector:** arts, entertainment and recreation