



Rossinver Youth & Community Project Limited



#CES-2360335



KILTYCLOGHER HERITAGE CENTRE, Main

Street, Kiltyclogher, Co. Leitrim, F91 FK52



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/10/2024



21/11/2024

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



Heritage Officer/Tour Guide - Kiltyclogher Heritage Centre

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

Providing guided tours of the Seán Mac Diarmada House and Centre for individuals and groups.

Managing tour bookings.

Management and housekeeping of Heritage Centre.

Adhere to responsibilities as key holder of house as outlined by OPW.

Marketing - liaising with regional/ national media and local community networks.

Promote the Heritage Centre, Mac Diarmada House Holiday Centre and wider locality.

Cash handling and management of book / souvenir sales and lodgement of money.

Liaising with other tourism providers in the area.

General admin work for Heritage and Holiday Centre.

Requirements:

Excellent Communication Skills.

Professional approach to dealing with the public.

An interest in the 1916 story and local history.

Excellent standard of written English.

Be flexible on working days/ hours.

Marketing on social media , press releases, linking with local tourism providers in the region.

Promote the Heritage Centre as a platform for cultural events, talks lectures music etc.

Job holder will ensure confidentiality and privacy are adhered to at all times. Reporting to Heritage

Centre Supervisor & RYCP Supervisors.

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