



BUNCRANA YOUTH AND COMMUNITY
DEVELOPMENT COMPANY LIMITED



#CES-2386260



BUNCRANA YOUTH CLUB, Cahir O'Doherty
Ave, Buncrana, Co. Donegal, F93 HW6K



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/04/2025



14/05/2025

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



Tourist information Officer/Administrator

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.

The position is located in Buncrana Tourist Office

Duties are as follows:

Computer work

Assisting with Office Management

Filling

Dealing with post, phone calls and e-mails

Up-dating social media platforms

Responsible for handlining money

Front of House meeting and providing information for public / tourists.

Team Working

- **Sector:** administrative and support service activities