



INOUE Clg



#CES-2391314



INOUE, Araby House, 8 Richmond St N, Dublin  
1, D01 WY49



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/05/2025



23/06/2025

## 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](#)



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## Information Officer

### 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 main purpose of this post is to work as part of the Welfare to Work Section alongside other Information / Advocacy Officers in providing welfare rights information, by telephone and email only (not in person), to the General Public and INOU affiliate organisations – full training will be provided to the successful applicant.

Duties to include -

#### Service Delivery

Provide information and Advocacy services on Social Welfare payments/issues, Welfare Rights, Welfare to Work, Further Education and Training, Employment Rights and Social Welfare Appeals.

Participate and contribute to section meetings, briefings and updates.

Engage in training in order to provide information sessions/briefings for other organisations/information providers and at information events.

- Attend Information day/Job Fairs and other events where the INOU provides information stands and information services.

#### Administration

Maintain records and details of queries received.

To complete other appropriate and relevant tasks as may be required by the Welfare to Work Manager.

Assist in updating Welfare Rights Information on the INOU website.

Support the production and distribution of the INOU's flagship publication: 'Working for Work'.

Other

To attend supervision on a regular basis with your Line Manager.

To fully engage in the work of the team and to take up training opportunities offered by the project when appropriate.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities