



Youth Work Ireland Tipperary



#CES-2392630

YOUTH WORK IRELAND TIPPERARY, 17



Bank Place, Tipperary, Co. Tipperary, E34
TH92



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/05/2025



20/06/2025

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](#)



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



Information and Communications Assistant - Tipperary Town

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.

Duties:

Administration:

Update databases and media lists.

Assist in the day-to-day management of the website content

Providing an effective and relevant information service to young people in County Tipperary and East Limerick.

Be responsible for general administrative work to include reception and secretarial services.

Assisting with other related work tasks

Digital communication:

Draft and edit communications copy (e.g. press releases, publications, social media posts).

Draft pieces to highlight the work of YWI Tipperary

Maintain and develop the social media presence of the organisation

Knowledge, Skills and Aptitudes:

IT skills with the ability to use Word, Excel, Publisher, PowerPoint, Canva, as well as being familiar with the internet.

Good organisational skills

Ability to work on their own initiative.

Good team working skills

Good communication skills, with a friendly and approachable manner.

General research skills using Internet, Social Media, Radio as well as print media in order to keep up to date with current political issues and policy changes relevant to young people.

Applicants must be flexible with regards to working hours as there may occasional evening or week-end work involved.

- **Sector:** information and communication