



Edenderry Childcare CLG



#CES-2408374



CITIZENS INFORMATION, Offaly,



No of positions : 3



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/08/2025



02/10/2025

## How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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



## Receptionist/Information Provider

### 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.

To register your interest 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.

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This role is based in the midlands in Edenderry and Tullamore. The ideal candidate should be able to attend both locations as needed.

The role includes the following duties:

To provide free accurate and up to date information in response to queries and keep records in line with CIS policies and procedures.

Provide advocacy support to clients.

To assist with the provision of outreach information clinics.

To participate in training.

Working as part of a team.

Administrative work also involved.

Respect and maintain the confidentiality policy of the service.

In house Training Provided, also possibility of securing a Higher Certificate in Arts in Information Provision and Advocacy Practice. Training is a required component of any CE scheme placement.

- **Sector:** information and communication