



INOUE Clg



#CES-2410121



IRISH NAT ORGANISATION OF THE , Araby

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



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/09/2025



13/10/2025

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



Digital Communications Assistant

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.

Overall purpose of the Job

We are looking for a Communications Assistant to provide administrative support to the Head of Policy and Media. Editing and writing short pieces will be an important part of your job. In this role, you should be a good communicator with strong attention to detail. Ultimately, your goal will be to help ensure clear communication of our organisation's message across all channels. You will be supported by a team working in this department, sharing tasks and working together.

Digital communication

- Draft and edit communications copy (e.g. press releases, publications, social media posts, letters).
- Draft pieces to highlight the work of the INOU and the personal experiences of the unemployed in Ireland. This can include video and photography.
- Assisting the Head of Media & Policy with submissions, statistics, conferences & events etc. showcased in the 'Analysis & Opinion' section of the website.
- Maintain and develop the social media presence of the organisation

Administration

- Update databases and media lists.
- Ensure continuity and coherence of style, content and theme across all website sections.
- Assist the Head of Media & Policy directly on the bi-monthly E-Bulletin and other ongoing projects.

- Assist in the day-to-day management of the website content.
- Assisting with other related work tasks

Knowledge, Skills and Aptitudes

- Good IT skills required.
- Well organised, good communication and interpersonal skills.
- Ability to work on his/her own initiative.
- Good team working skills required.
- An ability to prioritise tasks and meet agreed deadlines.

- **Sector:** information and communication