



West Cork Training & Development Scheme

Ltd



#CES-2415681



CITIZENS INFORMATION, New Street,
Bantry, Co. Cork, P75 C651



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/09/2025



16/10/2025

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](#)



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Information Officer (Citizen's Information, Bantry)

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.

Duties will include:

- . 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 is Provided including Information Advice and Advocacy, Welfare Rights (QQI), Essential Training for Information Providers, Customer Service and Reception Skills and Cybersecurity Awareness to name a few.

Contact Tim

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027 52374

- **Sector:** information and communication