



Moate Heritage Co CLG



#CES-2421391

DÚN NA SÍ HERITAGE CENTRE,



Knockdomney, Moate, Co. Westmeath, N37

XW31



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/11/2025



31/12/2025

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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Family History Research 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.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

The purpose of this role is to support the manager and family history research team. Complete Indexation, Data Entry and Validation of records (births, deaths and marriages). Conduct online family history research with accuracy and attention to detail. Prepare reports, answer family history queries. Assist with graveyard surveys. Excellent communication and interpersonal skills required. Must possess a solid understanding of Irish local history and heritage.

Please send you CV to the CE Supervisor, Moira O'Connor. Email: moiraoc@dunnasi.ie / Tel: 090 6481183.

An online information video on the subject of Community Employment (CE) can be viewed in the 'About' section, under 'What's Going On?' on the www.jobsireland.ie home page.

- **Sector:** administrative and support service activities