



Youth Work Ireland (Galway Youth Federation)



#CES-2442111

Youth Work Ireland Galway, Marina Point,



Harbour Road, Ballinasloe, Co. Galway, H53

V2X2



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/04/2026



21/05/2026

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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Youth Information Assistant (Ballinasloe)

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

Our focus is on providing information to young people to help them develop their skills and abilities, avail of services and opportunities and solve problems

Youth Information Responsibilities:

Order, stock and display information material,

Maintain youth information space in an appealing, youth-friendly manner,

Using internet and social media as a means of research, communications and public relations under the supervision of YI Co-ordinator,

Assisting with social media activities and updates,

Production of information literature (content and design) with YI Co-ordinator,

Assisting with Youth Information groups as required,

Planning, preparation of relevant programmes as agreed with YI Co-ordinator,

Room preparation for groups,

Efficient and professional record keeping as directed by YI Co-ordinator,

Reporting/giving feedback to YI Co-ordinator, as required.

General Responsibilities:

Reporting to Youth Information Co-ordinator

Familiarity with organisation's policies and procedures, data protection guidelines and Health & Safety Statement,

Maintaining confidentiality about the young persons' and employees' personal and other sensitive information,

Keeping work areas safe according to requirements of Youth Work Ireland Galway Health & Safety Statement and policy,

Participation and feedback at the staff and supervision meetings,

Good attendance and time keeping,

Effective and regular communication with supervisor,

Attending training as required,

Ensuring the organisation's resources are used judiciously and avoiding resource wastage,

Ensuring the time sheets are filled daily.

Other Responsibilities:

Assisting with any fundraising where possible to include fundraisers specific to the project and Youth Work Ireland Galway fundraising events

Any other duties assigned by Project Co-ordinator

Required job related skills:

Confidentiality and courtesy in dealing with the young people, staff,

Garda vetting is required for this position.

For further information you can contact Maria Lyng, CE Supervisor at ce.supervisor@youthworkgalway.ie or on 0867013951 or Sharon Morgans, Assistant CE Supervisor at ce.asstsupervisor@youthworkgalway.ie or on 0872346943

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