



INOUClg



#CES-2447402



IRISH NAT ORGANISATION OF THE , Araby  
House, 8 Richmond St N, Dublin 1, D01 WY49



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/05/2026



18/06/2026

### 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](#)



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



## Archivist 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.

This position is with the Irish National Organisation of the Unemployed and is provided as part of the Community Employment Scheme funded by Department of Social Protection. This is a 19.5hour a week position.

The archivist assistant will assist with a project of work to select and collect historical paper archives of the organisation so they can be preserved and managed and are accessible for future purposes.

The successful candidate will have an interest and ability in record keeping and archiving. On Community Employment there is an emphasis on ongoing training and development.

#### Duties:

Document IT equipment

Document paper files

Archive INOU-relevant paper records securely

Clear out unselected material securely

Possible digital archiving

Person Specification:

The successful candidate will have an interest in recording keeping, archiving, historical filing.

Essential competencies for this role are:

Attention to detail

Organisational skills

Methodological approach

Problem solving skills

Communication skills

For more information contact [laura.rossney@inou.ie](mailto:laura.rossney@inou.ie) or 086 837 3988. Normal recruitment process will apply. If you would like to join our team, ask your local Intreo to apply with vacancy number: CES-2447402.

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