



Dublin North East Community

Communications Co-op Society Ltd.



#CES-2460354



Northside Civic Centre, Bunnratty Road,

Coolock, Dublin 17, D17 K462



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/07/2026



07/09/2026

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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Radio Researcher/Producer

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.

Main Purpose: The primary duty of research/production staff is to assist in the production of programmes and ensure production standards are upheld.

Duties and Responsibilities:

Scanning emails, press releases, and local and national media for items of interest for the specific programme

Organise interviews with relevant guests for specific programmes

Liaise presenter in order to pass information and overview the totality of the programme

Implement the production values (talk vs music, interview duration, tone...)

Supervise research, script writing and interviewing

Work with presenters and producers in the plan and production of radio programmes

Editing of the programmes

Find relevant information

Work with sound technician

Help others to pre-record or broadcast their programmes

Select relevant information

Update information

Find appropriate sound effects/music to go with programme

Editorial decision

Be punctual

Work with the assigned team

Edit interview to desire time-length

Read local and national papers

- **Sector:** information and communication