



AVONDHU/BLACKWATER PARTNERSHIP

COMPANY LIMITED BY GUARANTEE



#CES-2465723



CITIZENS INFORMATION, 66 Patrick Street,

Fermoy, Co. Cork, P61 E036



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/08/2026



06/10/2026

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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Information and Administrative Worker

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.

Working with the Citizens Information Service in Fermoy. You will contribute by providing administration support to the running of the office.

Key Responsibilities:

To work as part of a team with the Development Manager and staff .

To support the team to ensure that the day-to-day administration of the centre is carried out in a professional manner.

To carry out a range of clerical and administrative duties, ensuring an efficient record-keeping system is maintained.

To ensure the Citizens Information Service has an adequate stock of relevant publications, information leaflets, application forms, stationery, etc.

To engage with members of the public in person, by phone/email.

To provide information, advice and advocacy services to members of the public in relation to their rights and entitlements.

To attend meetings and take training in relation to the operation of the service.

Key Skills:

IT skills

Good interpersonal/customer service skills

Strong organisational abilities

Commitment to the ethos of the service, in particular confidentiality

Ability to work on own initiative and in a team.

Experience in dealing with the public

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