



WFCA COMPANY LIMITED BY GUARANTEE



#CES-2466616



CITIZENS INFORMATION OFFICE, 28/29

Henrietta St, Wexford, Co. Wexford, Y35 XN96



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



31/08/2026



12/10/2026

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 provider

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 for and information Provider Assistant

Respond to complex queries from members of the public in line with the Citizens Information Board guidelines for the provision of Citizens Information Services across the Citizen Information Service.

Team administration & support.

Support the team of Information Providers by: Maintaining records/files.

Reception operations and operation of IT network. Dealing directly with clients and non-commercial organisations.

Carrying out filing and typing duties as required.

Maintaining the centre in a clean and orderly manner.

Assist the Administrator with ensuring there is an adequate stock of publications, information leaflets, application forms etc. in Wexford CIC.

Carry out a range of clerical and administrative duties, as assigned by the Development Manager/Administrator from time to time.

- **Sector:** information and communication