



Co. Kildare Centre for Unemployed (Athy)



#CES-2472062



ATHY RESOURCE CENTRE, 20 Lwr William

St, Athy, Co. Kildare, R14 TD91



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/09/2026



06/11/2026

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 Officer

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.

The role will involve assisting customers with completing forms, responding to customer queries, providing relevant information leaflets, typing and carrying out general administrative duties. The successful applicant will also provide a friendly and welcoming service to customers while ensuring that confidentiality is maintained at all times. As part of the position, the participant will undertake QQI Level 6 courses in Information, Advice and Advocacy and QQI Level 6 Welfare Rights.

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