



INOUE Clg



#CES-2473989



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](#)



07/10/2026



18/11/2026

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](#)



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



Publications and Website Support 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 INOU is currently recruiting for a CE Publications and Website Support Officer to support the Welfare Rights Section.

This is a varied role covering three main areas:

- Working for Work (INOUE's annual publication)
- Information material / Leaflets and supporting material
- Website Content Support (no technical or programming experience required)

This role does not involve direct contact with clients in-person or by telephone.

Full in-house training is provided in support of the role, with access to official INOU training courses included.

1. Publication Support

- Assist with research, review, and editing of Working for Work, the INOU's flagship publication
- Proofreading, spell-checking, and checking facts, figures, and calculations
- Update content based on feedback from government departments
- Assist with reviewing the pre-print version of the publication to ensure accuracy and clarity
- Supporting the distribution of the publication
- Assisting to compile, review, edit and proof a range of Information material / Leaflets and supporting materials

2. Website Support (Welfare Rights / Information pages only)

- Use MS Word style format to access INOU webpages (no website / program experience required)
- Cross-check content on the Information Section pages on the INOU website with official sources (e.g. www.gov.ie)
- Update text, figures, links, and calculations as needed
- Ensure consistency in formatting, structure, and style across the Welfare Rights section of the website
- Help maintain accurate and user-friendly web content

3. General Office Administration

- Support general admin tasks in the office as needed
- Use of MS Word, Excel, and Outlook in daily tasks
- To complete other appropriate and relevant tasks as may be required by the Welfare to Work Manager
- Participate and contribute to section meetings, briefings and updates.

Person Specification

- Strong attention to detail and high level of accuracy
- Ability to follow guidance and use own initiative
- Good written communication and organisational skills
- Familiarity with Microsoft Office packages (Word, Excel, Outlook) would be helpful
- Interest in welfare rights and employment rights is an advantage
- Must be eligible for Community Employment

To Apply

Please contact your local Intreo Office or visit www.jobsireland.ie to check your eligibility and apply.

For more information about the INOU, visit www.inou.ie.

- **Sector:** information and communication