



St. Marys and Peters CE Scheme - Arklow



#CES-2475819

SANTS MARY & PETER COMM EMPLOY,



Árus Lorcáin, Castle Park, Arklow, Co.

Wicklow, Y14 R822



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/10/2026



30/11/2026

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



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.

Job Title: Information Provider Arklow Citizens Information Centre.

Purpose of the role: The provision of information, advice and advocacy in Arklow Citizens Information Centre (CIC) as part of a team, including volunteers, and assisting the Development Manager in the work of the information service.

Key Task and Skills:

Reception

Deal with incoming calls by taking appropriate action

Transferring calls/answering queries/taking messages.

Meet/greet for all office visitors.

Respond to written and telephone requests for information.

Process all incoming and outgoing mail.

Provide accurate office records both on computer and hard copy.

To keep Arklow CIC well maintained and routinely clean and tidy the CIC.

Information Provision Supporting CIC to deliver free, confidential and impartial information, advice and advocacy service to the public.

To use the Citizens Information Centre website as an information tool supplemented by other relevant information sources in hardcopy and electronic format.

To follow up work arising from information sessions with clients.

To develop appropriate administrative systems and undertake the routine administrative work at the centre.

To support volunteers who will be undertaking similar duties in relation to information-giving.

Ensuring that the Centre has an adequate stock of publications, information leaflets, application forms etc.

To undertake any training as determined by the CE Supervisor and Manager.

Health and Safety To adhere to CIC policies and procedures at all times. To study the Centre's Health and Safety Statement and to adhere to same

- **Sector:** information and communication