

South Connacht Citizens Information Service: Information Officer (Part Time) (<https://www.activelink.ie/node/110625>)



Information Officer

Part Time, 17.5 Hours per week, Galway

South Connacht Citizens Information Service is currently seeking to recruit a permanent Part-Time Information Officer for its Galway Office.

Key tasks for the post include the direct delivery of information, advice, advocacy and referral services, and liaison with other service providers, both statutory and voluntary.

Excellent communication skills, a good level of research and IT skills, and a Leaving Certificate and/or equivalent of education are required. Ideally, applicants will also hold a higher-level qualification in relevant field of study, (e.g. social policy, human rights, social work/social care practice, legal qualification etc.), and / or substantial previous work experience in a busy information/advice/advocacy environment.

Permanent Post: This is a permanent position, subject to completion of a 6-month probationary period

Full Time Salary Scale: €29,821 - €45,498 including 2 x LSIs, long serving increments (pro rata for part-time staff)

Incremental Credit: It is expected that all new entrants to South Connacht CIS will be appointed at point one of the salary scale. However, South Connacht CIS operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into South Connacht CIS. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form only. A request for incremental credit from a successful candidate must be made within the first 3 months of employment. The decision on whether or not to award an incremental credit is a decision made by the Board and is subject to the availability of funding.

Applications must be made on the relevant application form and sent to: Shane.Beirne@citinfo.ie (<mailto:Shane.Beirne@citinfo.ie>)

Closing date: 5.00pm on Tuesday 17th September 2024 (late applications will not be accepted)

A detailed job description and application form together with further information on CIS can be accessed at: <https://www.citizensinformationboard.ie/en/news/vacancies.html> (<https://www.citizensinformationboard.ie/en/news/vacancies.html>)

For details on how your personal data will be used as part of this process see our Data Protection Notice at: https://www.citizensinformationboard.ie/en/data_protection/ (https://www.citizensinformationboard.ie/en/data_protection/)

A panel of qualified candidates may be formed from which temporary/permanent, part-time Information Officer posts which arise in a specified period up to a maximum of 12 months will be filled, should vacancies arise in this period. Post applied for will be located in CIS Region applied for.

South Connacht Citizens Information Service is an equal opportunities employer

Region
Galway

Date Entered/Updated
3rd Sep, 2024

Expiry Date
17th Sep, 2024

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prf-20142986.pdf	39.12 KB

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