

Local Link Longford Westmeath Roscommon: Vacancies x 2 **(<https://www.activelink.ie/node/111027>)**



The Board of Longford Westmeath Community Transport CLG t/a TFI Local Link Longford Westmeath Roscommon invites applications from suitably qualified persons for the following positions:

Clerical Officer

Role Overview: The role of the Clerical Officer includes supporting the company in scheduling and co-ordinating appointments, meetings along with assisting with administrative tasks such as managing and filing paperwork, preparing and editing correspondence and reports, answering phone calls and making bookings for passengers.

Community Engagement and Digital Communication Officer

Role Overview: The role of the Community Engagement and Digital Communication Officer includes supporting the company in maintaining and promoting the presence of TFI Local Link Longford Westmeath Roscommon through different social media platforms and website, and to work with the NTA Marketing team to promote TFI Local Link and its services regionally and nationally. It also includes engagement with community groups and statutory agencies e.g. Local Authorities, to assist in the development of local area plans etc. and to inform and get feedback on services within the geographical area of operation along with analysing and evaluating data from social media, website and services.

Please see attached Competition and Information Booklet for each position attached

How to Apply

Please submit your application in one single word document or PDF referencing **the position title** in the subject of the email to recruitment@locallinklwr.ie (<mailto:recruitment@locallinklwr.ie>) with the following:

1. A comprehensive cover letter outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements and
2. A comprehensive CV (not to exceed 3 pages).

Please Note: The omission of any or part of the 2 requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

Closing Date: The closing date and time for applications is strictly **12.00 (noon) on Friday, 4th October 2024**. Applications received after the specified deadline cannot be accepted.

Longford Westmeath Community Transport CLG is an equal opportunities employer

Region

Blended / Mullingar, Co Westmeath

Date Entered/Updated

20th Sep, 2024

Expiry Date
4th Oct, 2024

Attachment

Size

[Competition and Information Booklet - Clerical Officer.pdf](#)

219.15
KB

[Competition and Information Booklet - Community Engagement and Digital Communication Officer.pdf](#)

210.85
KB

Source URL: <https://www.activelink.ie/vacancies/community/111027-local-link-longford-westmeath-roscommon-vacancies-x-2>