

## **North Leinster Citizens Information Service: Information Officer (Permanent, Part Time) (<https://www.activelink.ie/node/111544>)**



### **Information Officer**

**Permanent, Part Time, 17.5 hours per week, North Leinster CIS**

**North Leinster Citizens Information Service is currently seeking to recruit a permanent part time Information Officer for its Kildare Service Area, Maynooth CIC.**

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:** 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)
- **Annual Leave Entitlement:** 23 days – 25 days (after 5 years service) pro rata for part-time staff.
- **Incremental Credit:** It is expected, that all new entrants to North Leinster Citizens Information Service will be appointed at point one of the salary scale. However, North Leinster Citizens Information Service operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into North Leinster Citizens Information Service. 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: [Recruitment.Northleinstercis@citinfo.ie](mailto:Recruitment.Northleinstercis@citinfo.ie) (mailto:[Recruitment.Northleinstercis@citinfo.ie](mailto:Recruitment.Northleinstercis@citinfo.ie)) with the subject line: Maynooth PT IO Recruitment**

**Closing date:** 13:00pm Tuesday 29th October 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 our Data Protection Notice for Job Applicants is available at: [http://www.citizensinformationboard.ie/en/data\\_protection/cib.html](http://www.citizensinformationboard.ie/en/data_protection/cib.html)  
([http://www.citizensinformationboard.ie/en/data\\_protection/cib.html](http://www.citizensinformationboard.ie/en/data_protection/cib.html))

**North Leinster Citizens Information Service is an equal opportunities employer**

**Region**  
Maynooth, Co Kildare

**Date Entered/Updated**  
15th Oct, 2024

**Expiry Date**

29th Oct, 2024

**Attachment****Size**

<u>IO.Candidate.Pack- Oct 24 Permanent. Info pack.pdf</u>	287.41 KB
<u>_3 IO. Application.Form- Oct 24 Maynooth.docx</u>	75.17 KB

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/111544-north-leinster-citizens-information-service-information-officer-permanent-part-time>