

## **North Leinster Citizens Information Service: Information Officer (Part Time) - Louth (<https://www.activelink.ie/node/113175>)**



### **Information Officer**

#### **Permanent Part Time, (17.5 hours per week) Information Officer, North Leinster CIS**

The North Leinster Citizens Information Service is currently seeking to recruit a permanent part-time Information Officer, for the Louth service Area (Drogheda 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 Post:** This is a permanent position, subject to completion of a 6 month probationary period
- **Full Time Salary Scale:** €32,270 - €49,234 including 2 x LSIs, long serving increments (pro rata for part-time staff)
- **Incremental Credit:** It is expected, that all new entrants to the North Leinster Citizens Information Service will be appointed at point one of the salary scale. However, NLCIS operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants. 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.
- **Pension:** There is a pension scheme in place where 5% is contributed by the employee and 7% by the employer. Membership of the pension scheme is mandatory.
- **Annual Leave:** 23 days – 25 days (after 5 years' service)

**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>)**

**Closing date:** The closing date for the receipt of applications is **13:00 on Wednesday 5th February 2024**. (late applications will not be accepted).

A detailed job description and application form together with further information on CIS can be accessed as part of this advertisement.

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))

*Citizens Information Services are equal opportunities employers.  
Funded and supported by the Citizens Information Board.*

**Region**  
Drogheda, Co Louth

**Date Entered/Updated**  
16th Jan, 2025

**Expiry Date**  
5th Feb, 2025

<b>Attachment</b>	<b>Size</b>
<a href="#">03 - IO Candidate Pack Drogheda (January 2025).pdf</a>	333.46 KB
<a href="#">02 - IO Application Form ( January 2025 ).docx</a>	62.65 KB

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/113175-north-leinster-citizens-information-service-information-officer-part-time-louth>