

South Connacht Citizens Information Service: Information Officer (Part Time) (<https://www.activelink.ie/node/113296>)



Information Officer

Part Time, 17.5 Hours per week, South Connacht CIS

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 standard of education are required. Ideally, applicants will also hold a higher-level qualification in a 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 long serving increments (LSIs), pro rata for part-time staff.
- **Annual Leave entitlement:** 23 – 25 days (after 5 years' service).
- **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.
- **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.

Closing date: 5pm on Monday 10 February 2025 (*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)

South Connacht Citizens Information Service is an equal opportunities employer.

South Connacht Citizens Information Service is funded and supported by the Citizens Information Board.



Region
Galway

Date Entered/Updated
21st Jan, 2025

Expiry Date
10th Feb, 2025

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/113296-south-connacht-citizens-information-service-information-officer-part-time>