|  |
| --- |
| Application for the post of Information Officer  Closing Date: 10th August 2025  IMPORTANT INFORMATION:   1. Please read the full Job Description which can be accessed [here](https://www.familycarers.ie/media/4066/family-carers-ireland-information-officer-job-description.pdf) before completing the application form. 2. Fully completed official application forms must be submitted by the closing date and time via email to [recruitment@familycarers.ie](mailto:recruitment@familycarers.ie) 3. The Subject line of your email should include the Information Officer Application and the name of the area you are applying for as listed below 4. CVs will not be accepted. 5. Any technical difficulties encountered by the sender when applying are not the responsibility of the Family Carers Ireland. |

|  |
| --- |
| **ROLE DETAILS** |

We currently have Information Officer vacancies in the following areas.

**NOTE:** This role is Community based. The Information Officer’s contracted work location will either be centre based or remote (working from home) depending on the geographical area, therefore Information Officers are required to be based in the area that they are working.

**Please X the area that you are applying for.**

**East Region**

|  |  |
| --- | --- |
|  | Kildare/West Wicklow (part time, community based) |
|  | Dublin North (part time, community based) |
|  | Dublin South City & West (part time, community based) |
|  | Dublin South West (full time, community based) |
|  | Laois/Offaly (part time, community based) |
|  | Louth/ Meath (part time, community based) |

**West Region**

|  |  |
| --- | --- |
|  | Limerick (fulltime, community based) |
|  | Roscommon (part time, community based) |
|  | Sligo (full time, community based) |
|  | Galway (full time, community based) |

**South Region**

|  |  |  |
| --- | --- | --- |
|  | Kerry (part time, community based) | |
| **SECTION 1- PERSONAL DETAILS** | | | |
| **First Name:** | | Click or tap here to enter text. | |
| **Last Name:** | | Click or tap here to enter text. | |
| **Street Address:** | | Click or tap here to enter text. | |
| **Street Address Line 2:** | | Click or tap here to enter text. | |
| **City:** | | Click or tap here to enter text. | |
| **County:** | | Click or tap here to enter text. | |
| **Eircode:** | | Click or tap here to enter text. | |
| **Contact Number:** | | Click or tap here to enter text. | |
| **Email:** | | Click or tap here to enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you require reasonable accommodations?** | Choose an item. |  | |
| **If YES, please provide details.** Click or tap here to enter text. | | |
|  | | |

|  |
| --- |
| **SECTION 2 - EMPLOYMENT HISTORY** |

**Please provide details of your employment history relevant to the Information Officer role starting from most recent.**

|  |  |
| --- | --- |
| **Position:** | Click or tap here to enter text. |
| **Organisation:** | Click or tap here to enter text. |
| **Organisation Address:** | Click or tap here to enter text. |
| **Date from:** Click or tap to enter a date. | |
| **Date to:** Click or tap to enter a date. | |
| **Are you currently employed here?** Choose an item. | |
| **Description of responsibilities and achievements (**maximum 250 words). | |

|  |  |
| --- | --- |
| **Position:** | Click or tap here to enter text. |
| **Organisation:** | Click or tap here to enter text. |
| **Organisation Address:** | Click or tap here to enter text. |
| **Date from:** Click or tap to enter a date. | |
| **Date to:** Click or tap to enter a date. | |
| **Are you currently employed here?** Choose an item. | |
| **Description of responsibilities and achievements (**maximum 250 words). | |

|  |  |
| --- | --- |
| **Position:** | Click or tap here to enter text. |
| **Organisation:** | Click or tap here to enter text. |
| **Organisation Address:** | Click or tap here to enter text. |
| **Date from:** Click or tap to enter a date. | |
| **Date to:** Click or tap to enter a date. | |
| **Are you currently employed here?** Choose an item. | |
| **Description of responsibilities and achievements (**maximum 250 words). | |

|  |  |
| --- | --- |
| **Position:** | Click or tap here to enter text. |
| **Organisation:** | Click or tap here to enter text. |
| **Organisation Address:** | Click or tap here to enter text. |
| **Date from:** Click or tap to enter a date. | |
| **Date to:** Click or tap to enter a date. | |
| **Are you currently employed here?** Choose an item. | |
| **Description of responsibilities and achievements (**maximum 250 words). | |

|  |  |
| --- | --- |
| **Position:** | Click or tap here to enter text. |
| **Organisation:** | Click or tap here to enter text. |
| **Organisation Address:** | Click or tap here to enter text. |
| **Date from:** Click or tap to enter a date. | |
| **Date to:** Click or tap to enter a date. | |
| **Are you currently employed here?** Choose an item. | |
| **Description of responsibilities and achievements (**maximum 250 words). | |

|  |  |
| --- | --- |
| **Position:** | Click or tap here to enter text. |
| **Organisation:** | Click or tap here to enter text. |
| **Organisation Address:** | Click or tap here to enter text. |
| **Date from:** Click or tap to enter a date. | |
| **Date to:** Click or tap to enter a date. | |
| **Are you currently employed here?** Choose an item. | |
| **Description of responsibilities and achievements (**maximum 250 words). | |

|  |
| --- |
| **SECTION 3 - EDUCATION DETAILS** |

**Please provide details of your educational details starting from most recent.**

|  |
| --- |
| **Award/Qualification:** Click or tap here to enter text. |
| **Year Awarded:** Click or tap here to enter text. |
| **College/Examining Authority/Training Body:** Click or tap here to enter text. |
| **Subject Taken:** Click or tap here to enter text. |
| **National Qualifications Framework (NFQ Level)** Choose an item. |
| **If you selected NFQ not applicable, please provide details.**  Click or tap here to enter text. |

|  |
| --- |
| **Award/Qualification:** Click or tap here to enter text. |
| **Year Awarded:** Click or tap here to enter text. |
| **College/Examining Authority/Training Body:** Click or tap here to enter text. |
| **Subject Taken:** Click or tap here to enter text. |
| **National Qualifications Framework (NFQ Level)** Choose an item. |
| **If you selected NFQ not applicable, please provide details.**  Click or tap here to enter text. |

|  |
| --- |
| **Award/Qualification:** Click or tap here to enter text. |
| **Year Awarded:** Click or tap here to enter text. |
| **College/Examining Authority/Training Body:** Click or tap here to enter text. |
| **Subject Taken:** Click or tap here to enter text. |
| **National Qualifications Framework (NFQ Level)** Choose an item. |
| **If you selected NFQ not applicable, please provide details.**  Click or tap here to enter text. |

|  |
| --- |
| **Award/Qualification:** Click or tap here to enter text. |
| **Year Awarded:** Click or tap here to enter text. |
| **College/Examining Authority/Training Body:** Click or tap here to enter text. |
| **Subject Taken:** Click or tap here to enter text. |
| **National Qualifications Framework (NFQ Level)** Choose an item. |
| **If you selected NFQ not applicable, please provide details.**  Click or tap here to enter text. |

|  |
| --- |
| **SECTION 4 – COMPETENCIES** |

Several key experiences, skills, knowledge and behaviours for the identified as being essential for the effective performance of the role of the Information Officer .

Outline an example(s) for each of the following questions highlighting how and where you have displayed each of these competencies (max 250 words per question). The example(s) may be drawn from your experience in various settings including professional, community or voluntary**.**

|  |
| --- |
| 1. Please provide an overview of your experience in information provision, **customer service and call handing**. (max 250 words). |
|  |

|  |
| --- |
| 1. Please provide an overview of your experience in **managing and delivering results** highlighting roles which best which demonstrate your capability for the role. (max 250 words). |
|  |

|  |
| --- |
| 1. Please provide an overview of previous experience **supporting individuals/families**. (max 250 words). |
|  |

|  |
| --- |
| 1. Please provide examples that demonstrate your ability in **administration, systems and data bases.** (max 250 words). |
|  |

|  |  |
| --- | --- |
| 1. Please provide an overview of your **teamwork/ team leadership** experience highlighting roles which best which demonstrate your capability for the role. (max 250 words). | |
|  | |
| **PERSONAL STATEMENT** |

|  |
| --- |
| Please provide a personal statement outlining your **interest and suitability** for the role. (max 250 words). |
|  |

|  |
| --- |
| **SPECIFIC REQUIREMENTS** |

I confirm that I have **full driving licence**, with full access to car. Choose an item.

I confirm that I am **able and willing to commute around the country** for meetings/events? Choose an item.

I confirm that I am **willing and able to work outside normal working hours** when required. Choose an item.

If required, I have a **private/suitable space to work from** home and g**ood broadband**.Choose an item.

**DECLARATION AND SIGNATURE**

* You are required to sign the declaration below certifying that all information you have provided is accurate.
* The Selection Board may wish to check any of the details you have provided.
* Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

By typing my name below (or including scanned copy of my signature) I declare that the information supplied in this application form is accurate and true.

|  |
| --- |
| Please enter your full name. |
|  |

Click or tap to enter a date.

**General Data Protection Regulation Statement (GDPR):**

"By submitting this application form, you consent to Family Carers Ireland processing your personal data for recruitment purposes, including but not limited to, assessing your suitability for the role, conducting background checks, and communicating with you regarding your application. Your data will be stored securely and will only be accessed by authorized personnel. You have the right to access, rectify, and erase your data. You can withdraw your consent at any time. For further information and to view our GDPR Policy visit <https://www.familycarers.ie/privacy>

HR Department,

Market Square, Tullamore

Co. Offaly, R35 PW50