



ARE NOW RECRUITING FOR:

INFORMATION ASSISTANT

Location: MS Ireland, 80 Northumberland Road, Dublin 4 & remote

MS Ireland is the National Organisation providing information, support and services to people living with multiple sclerosis in Ireland. A key service within our organisation is information. We provide accessible information on a range of topics on our website, social media platforms, in publications and information events. As Information assistant, you will have the opportunity to gain work experience and training opportunities in this important area.

This opportunity allows you to not only develop skills and gain experience in this area but also the chance to make a real difference in the lives of those living with multiple sclerosis and their families.

Eligibility requirements:

If you are aged between 21 and 55 years

In general, you must be unemployed.

You must **also** be getting any combination of the following payments for at least 12 months:

- Jobseeker's Benefit (JB)
- Jobseeker's Allowance (JA)
- Jobseeker's Transitional payment (JST)
- One-Parent Family Payment (OFP)
- Deserted Wife's Benefit
- Widow's, Widower's or Surviving Civil Partner's Contributory Pension
- Widow's, Widower's or Surviving Civil Partner's Non-Contributory Pension or
- Farm Assist

Note: If you are aged 21 and over, and are getting JB or JA, you can have worked up to 30 days in the 12 months before starting the CE scheme and still be eligible for the scheme.

If you do not qualify for CE under the eligibility criteria for your age group above, you may still be eligible for the scheme if you are aged 18 years and over and you are:

- Getting Disability Allowance, Blind Pension or Invalidity Pension, or
- Getting Illness Benefit for at least 6 months, or

- A member of the Traveller community, unemployed and getting Jobseeker's Benefit or Jobseeker's Allowance for any length of time or One-Parent Family Payment for at least 1 year, or
- A person with refugee status and getting any DSP payment for any length of time, or
- Referred following an appropriate assessment according to the National Drugs Rehabilitation Framework protocols, an ex-offender who has been referred by the Probation Service or other designated service, or an ex-offender not referred by a designated service who has been getting JA or JB for 12 months, or
- Living on one of the offshore islands and currently getting a CE-qualifying payment for 6 months or more (see list of CE-qualifying payments for people aged between 21 and 55 years below).

Main Job Duties:

- Reviewing current information sources
- Assisting with content writing and proof reading
- Assisting with social media content creation
- Keep abreast of relevant development in MS Information space
- Ensuring that enquiries are dealt with sensitively and confidentially
- Assisting with planning and attending events
- Providing secretarial support for meetings as required
- Building relationships with business, community, and other groups
- Provide support to the Research and Advocacy Officer as required

Hours

- 19.5 hours per week between the hours of 9:30 and 5, Monday to Friday
- Flexibility is required as there may be occasional evening or weekend activities

If you are interested in applying for this role, please send a detailed CV to

aoifek@ms-society.ie

Please ensure you identify your email by stating **Information Assistant** in the subject bar.

MS Ireland is an equal opportunities employer