



**WE ARE NOW RECRUITING FOR
COMMUNITY EMPLOYMENT OFFICE ASSISTANT**

Location: MS Ireland Midwest Regional Centre, Limerick

MS Ireland is the national voluntary organisation providing information, support and services to people living with Multiple Sclerosis throughout Ireland.

ABOUT THE COMMUNITY EMPLOYMENT (CE) SCHEME

The Community Employment (CE) Scheme is a work and training programme funded by the Department of Social Protection. It provides participants with valuable work experience, training opportunities, and support to develop skills and improve future employment prospects.

PURPOSE OF THE ROLE

To provide general administrative support to the MS Ireland Midwest Regional Centre and assist with the smooth day-to-day running of services. This role offers valuable work experience in a supportive office environment.

KEY RESPONSIBILITIES

- Answer and make phone calls to clients and service users
- Assist with general office administration tasks
- Photocopying, filing, scanning and data entry
- Carry out other reasonable duties as required

TRAINING AND SUPPORT

- Full training will be provided
- Ongoing support and mentoring from staff

ELIGIBILITY REQUIREMENTS

For full Community Employment eligibility details, please visit:

<https://www.citizensinformation.ie/en/employment/unemployment-and-redundancy/employment-support-schemes/community-employment-scheme/>

You must qualify for a Community Employment Scheme by getting any of the following payments:

- [Jobseeker's Benefit \(JB\)](#)
- [Jobseeker's Pay-Related Benefit \(JPRB\)](#)
- [Jobseeker's Allowance \(JA\)](#)
- [Jobseeker's Transitional payment \(JST\)](#)
- [One-Parent Family Payment \(OFP\)](#)
- [Deserted Wife's Benefit](#)
- [Bereaved Partner's Contributory Pension](#)
- [Bereaved Partner's Non-Contributory Pension](#) or
- [Farm Assist](#)

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

- Getting [Disability Allowance](#), [Blind Pension](#) or [Invalidity Pension](#), or
- Getting [Illness Benefit](#) for at least 6 months, or
- A member of the Traveller or Roma 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).

HOW TO APPLY

Please send your CV to:

ashar@ms-society.ie

JohnM@ms-society.ie

MS Ireland is an equal opportunities employer.