

## **TFI Local Link Laois Offaly: Clerical Officer (Operations)** **(<https://www.activelink.ie/node/115227>)**



### **Job Title: Clerical Officer (Operations)**

**Contract Type:** Permanent full-time contract

**Location:** Blended work model with office in Portlaoise, Co. Laois

**No. of Hours:** 35 hours per week

**Starting Salary:** €30,811 - €47,945(LSI 2)

**Closing Date for receipt of Applications**

**12.00 noon on Thursday 8th May 2025**

Contact: [lo.manager@locallink.ie](mailto:lo.manager@locallink.ie) (<mailto:lo.manager@locallink.ie>)

### **About Laois TRIP CLG t/a TFI Local Link Laois Offaly**

We are a not-for-profit organisation managed by a voluntary board of directors and act as agents for the National Transport Authority (NTA) with responsibility for managing TFI Local Link (Rural Transport) services in counties Laois and Offaly.

Laois TRIP CLG was formed in 2003 as part of the Rural Transport Initiative, to provide door to door services in rural areas of the County. In 2007 services were extended to cover the whole County and in 2015 Laois TRIP CLG expanded to cover Laois and Offaly under the Local Link brand and is funded by the National Transport Authority.

### **Background to TFI Local Link**

TFI Local Link services are funded by Government to secure, through several mechanisms, public transport services in rural Ireland. In 2019 Local Link total patronage was 2.5m and the budget to provide services was €24.1m. There has been significant growth over recent years that reflects a growing awareness of the importance of public transport in supporting and enhancing the quality of life of those living in rural Ireland. The pandemic has seen a reduction in passenger numbers travelling during the restrictions however there has been a steady return as restrictions are lifted with over 297,000 passengers' journeys undertaken in 2024 in counties Laois and Offaly.

The Rural Transport Programme through 15 nationwide Transport Co-ordination Units (TCUs) such as Laois TRIP CLG manage the rural transport services locally. TFI Local Link services are delivered through the procurement of licenced passenger transport operators via public tendering competitions.

Two types of services are provided:

- Demand Response services provide the opportunity for customers to pre-book trips on designated days, some are door-to-door and most of these services now use wheel-chair accessible vehicles.
- Scheduled services (rural regular services as they are referred to) provide timetabled services connecting communities to local amenities and to longer distance coach transport hubs and trains stations for onward travel to regional centres.

Services under the rural transport programme are constantly reviewed to ensure they continue to meet the objectives of the programme and the needs of those of the service users and the communities they serve.

### **Role Overview**

The duties of the Clerical Officer (Operations) are to support the Operations Co-ordinator in scheduling and co-ordinating appointments, meetings along with assisting with administrative tasks such as managing and filing paperwork, preparing and editing correspondence, contracts and reports, answering phone calls and making bookings for passengers. Included in this role will be taking part in community engagement events and meetings.

**Please see Competition and Information Booklet attached below.**

## How to Apply

Please submit your application referencing **Clerical Officer (Operations)** in the subject of the email to [lo.manager@locallink.ie](mailto:lo.manager@locallink.ie) (<mailto:lo.manager@locallink.ie>) with the following:

1. A comprehensive cover letter outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the role of Clerical Officer (Operations) to (max 250 words) and
2. A comprehensive CV (not to exceed 3 pages) with a passport photograph attached and
3. Completed Application form attached

**Please Note:** The omission of any or part of the 3 requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

**Closing Date:** The closing date and time for applications is strictly **12.00 (noon)** on **Thursday 8th May 2025**. Applications received after the specified deadline cannot be accepted.

**Interviews will be held week commencing May 19th, 2025**

**Laois TRIP CLG is an equal opportunities employer**

**Region**

Blended / Portlaoise, Co Laois

**Date Entered/Updated**

23rd Apr, 2025

**Expiry Date**

8th May, 2025

**Attachment**

[LO Competition and Information Booklet - Clerical Officer \(Operations\) April 2025.pdf](#)

**Size**

239.91  
KB

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**Source URL:** <https://www.activelink.ie/vacancies/community/115227-tfi-local-link-laois-offaly-clerical-officer-operations>