



Gilmartin Solicitors



#WPEP-2384962



29 Woodquay, Galway, Co. Galway, H91 KF7V



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



30/05/2025



25/07/2025

How to apply

Application Method :

This programme is for jobseekers that are in receipt of a qualifying social welfare payment and those transferring from a social welfare scheme. Full eligibility details are available [here](#)



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Legal Administration Assistant - WPEP Scheme

Application Details

This Work Placement Experience Programme provides Participants with an opportunity to gain meaningful work experience, learning and training while on the programme. This programme is for jobseekers who are in receipt of qualifying social welfare payments and those transferring from a social welfare scheme or an ETB Training Allowance. Your eligibility for this programme will be verified by the Department as part of the application process.

Job Description

Candidates will gain practical experience while assisting and learning in the following tasks:

- Administration, filing.
- Use of legal management software (training on Clio)
- Completing paperwork required on files to progress actions for clients.
- Transposing correspondence required to progress files
- Photocopying and scanning and online file management

Role Description:

This is a training and work experience opportunity, no prior experience in this role is necessary.

Accredited and/or sector recognised training will be provided to support your placement. Participants are eligible to participate in the WPEP QQI Work Experience Module which was developed by the Education & Training Boards in collaboration with the Department of Social Protection. This optional module will fulfil your accredited training requirements for the WPEP.

Role Description

Informal Training:

- Customer Service.
- Telephone Skills.
- Writing Skills.
- Correspondence to progress files.
- Hard copy and online file management.
- Learning about the way various state departments work in relation to legal work e.g. property registration authority, County Councils and other state bodies.

Formal Training:

- To include Clio
- Case Management Software.
- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0