



The Villiers Charitable Institutions Limerick



#WPEP-2385745



Villiers School, North Circular Road, Limerick,
Co. Limerick, V94 F983



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



16/04/2025



11/06/2025

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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Digital Marketing, Content Creation & Administration - 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

We are seeking a creative and motivated individual to join our school's administration team on a six month work experience placement.

The candidate will be supported by our Admissions & Communications Manager to gain experience in the areas of digital marketing, content creation, website management, email campaigns, and marketing for events. The candidate will also be supported by the school's administration team, and have the opportunity to learn the administrative and supportive tasks involved in the day to day running of a secondary school.

The candidate should have excellent attention to detail and a creative and global mindset. The candidate will gain hands-on experience in a dynamic school environment.

Villiers is a co-educational day and boarding school located in Limerick, Ireland. Villiers is one of only four schools in Ireland authorised to offer the International Baccalaureate Diploma Programme (IBDP), which is an international alternative to the Leaving Certificate.

Villiers School is committed to promoting diversity, equity, inclusion and belonging (EDIB) both within our school community and in the wider community. We welcome and actively encourage applications from individuals of diverse and minority backgrounds.

Role Description

Digital Marketing

Content Creation

Website Management

Marketing

Communications

Event Management

Administration

School Administration

Equality, Diversity & Inclusion

- **Sector:** education

Career Level

- Not Required

Candidate Requirements

(Essential)

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