



Irish Wheelchair Association 1



#WPEP-2391134

IRISH WHEELCHAIR ASSOCIATION,



Administration Bldg, Áras Chúchulainn, Dublin  
3, D03 AW62



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



09/05/2025



04/07/2025

## 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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## Learning and Development Administrative 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

The aim of this role is for the applicant to be trained to support learners, managers, and Learning Management System (LMS) users by providing information, advice, and resources as well as supporting the LMS system admin, resolving issues related to training, user login, and course access. .

- Assist with scheduling and coordination of all internal and external training events
- Assist with the effective administration of the departments Quality Assurance system
- Assist the Learning and Development Administrator with training queries and provide day to day administrative support.
- Gain exposure providing induction, onboarding, and ongoing learning & development for new employees.
- Assist with maintaining correct records retention and storage for training records.
- Assist with organising training venues, accommodation
- To carry out any other relevant and appropriate duties as may be reasonably assigned by the Manager

### Role Description

Informal Training - Learning and Development, systems, procedures and administrative tasks.

Formal Training - IWA Induction, mandatory training modules (Safeguarding and Children's First, Manual Handling, Health and Safety Training etc.)

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

### Career Level

- Not Required

### **Candidate Requirements**

(Essential)

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