



Templecrone Co-operative Agricultural Society
Ltd.



#WPEP-2394155



TEMPLECRONE CO-OPERATIVE AGRIC,
The Cope, Meenmore, Dungloe, Co. Donegal,
F94 Y564



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



11/06/2025



06/08/2025

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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Marketing & Office Administrator 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

This is a developmental role designed to provide practical work experience and training in marketing, business support, and administration. It is ideal for someone looking to build confidence and skills in a professional setting, with the potential to progress into a long-term career in a variety of areas.

- Assist with general office administration and data entry tasks.
- Support marketing activities, including social media scheduling, promotions, and content updates.
- Help with customer communications, including email and phone support.
- Assist in the preparation of marketing materials and reports.
- Provide support to different departments as required.
- Prepare and set up for meetings and events.
- Work on projects as part of a team.

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.

Informal Training: Administrative Skills, Multi Tasking, Meeting Prep, Typing, Manual handling, conferencing/video meetings and set up.

Formal Training: Canva, Microsoft Office Suite, Photoshop, Manual Handling, Social Media for

Business, Opportunities to participate in short accredited courses in IT, customers service and marketing.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Not Required

Candidate Requirements

(Essential)

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