



Jacob Law LLP



#WPEP-2406881



31 The Mall, Waterford, Co. Waterford, X91
XP7T



No of positions : 2



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



13/08/2025



08/10/2025

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 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

Participants will assist and gain experience in the following:

Answering the phone line and dealing with queries

Transferring calls to staff members

Collecting and dropping post each day

Scanning

Typing

Administration tasks

Liaising with clients and following up on queries

In House Computer systems

In conveyancing and all aspects of Property Law

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.

The participant will receive formal/informal training and mentoring in the following:

Formal Training: - as follows:-

In house computer systems

Conveyancing and all aspects of Property Law - Administration

Informal Training as follows:

Communication and interpersonal skills

Customer service skills and the ability to interact with clients and staff

Career Level

- Not Required

Candidate Requirements

(Essential)

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