



Irish Examiner



#WPEP-2407809



IRISH EXAMINER, Linn Dubh, Assumption
Road, Cork, Co. Cork, T23 RCH6



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



22/08/2025



17/10/2025

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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Editorial Operations 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 editorial operations assistant will assist the editorial department of the newspaper. They will be involved in the production processes which deal with pages for print and online publishing. They will be trained on how to assist journalists and IT staff working on projects and plans and will be supported by the newsroom operations team. The editorial operations assistant will work alongside the editorial operations team and will learn how to liaise with editorial staff and assist with effective newsroom operations.

Role Description

Formal training:

MS Office (Excel, Word, Powerpoint, Teams), tailored editorial systems training, training on data/analytics journalism and how to carry out research, newspaper page layouts.

Informal training:

Communications skills, teamwork and participation skills, problem solving skills, time management skills

- This vacancy is suitable for Remote/Blended working
- **Sector:** information and communication

Career Level

- Not Required

Candidate Requirements

(Essential)

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