



Mount Juliet Estate



#WPEP-2414135



Mount Juliet Estate, Mount Juliet,  
Thomastown, Co. Kilkenny, R95 E096



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



30/09/2025



25/11/2025

## 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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## Golf Admin 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

#### 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.

#### PURPOSE OF PLACEMENT:

The participant will gain experience in Golf Administration and Microsoft Office software's. The participant will be trained in all aspects of administration and will receive training in Microsoft Office Suite Accounts, Alkimii and training platforms such as Typsy and Marriott Global Source.

#### ROLE DESCRIPTION:

This is a training and work experience opportunity; no prior experience in this role is necessary. 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.

### 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.

#### FORMAL TRAINING:

- Administration
- Golfing systems
- Retail systems
- Hospitality Training
- Stock Control
- Record Keeping

#### INFORMAL TRAINING:

- Telephone and Email
- Customer Service
- Organisational Skills
- Teamwork
- **Sector:** accommodation and food service activities

#### **Career Level**

- Not Required

#### **Candidate Requirements**

(Essential)

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