



Mayo County Council



#WPEP-2422665



MAYO COUNTY COUNCIL, Áras An Chontae,

The Mall, Castlebar, Co. Mayo, F23 WF90



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



15/12/2025



09/02/2026

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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Communications 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 work placement offers an opportunity to gain hands-on experience in public sector communications and administration within the Corporate and Communications Section of Mayo County Council. The successful candidate will support the team in delivering clear, consistent, and engaging communications to the public, stakeholders and internal staff.

Participant Experience and Supervision

The participant will gain hands-on experience in a local government communications environment, focusing on developing practical skills in public engagement and information dissemination. Learning outcomes include understanding the principles of effective communication within a public sector context and improving digital media and content creation skills.

Day-to-day activities will involve assisting experienced staff with tasks such as drafting social media posts, preparing press releases, updating website content, and supporting internal communications.

The participant will also observe campaign planning and stakeholder engagement processes. At all times, the participant will work under the supervision of an appropriate line manager/mentor ensuring the emphasis remains on learning and development.

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.

Training Plan

The training programme will consist of 60 hours in total, broken down as follows:

20 hours accredited or sector-recognised training

- A to Z of Local Government
- Manual Handling
- Time Management

40 hours on-the-job/general training

- o Shadowing communications staff during media briefings and public announcements
- o Learning content management systems for website updates
- o Assisting with drafting and scheduling social media content
- o Observing the development of press releases and newsletters
- o Introduction to Mayo County Council branding and communication guidelines

- **Sector:** information and communication

Career Level

- o Not Required

Candidate Requirements

(Essential)

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