



Kilkenny and Carlow Education and Training

Board



#WPEP-2424088



KILKENNY & CARLOW EDU & TRAINI, Athy

Road, Carlow, Co. Carlow, R93 DN80



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



10/12/2025



04/02/2026

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

Overview of Kilkenny and Carlow Education and Training Board Kilkenny and Carlow Education and Training Board (KCETB) is the largest education and training provider in counties Kilkenny and Carlow and offers a broad range of education and training services to approximately 25,000 students and learners on an annual basis. We manage 13 post-primary schools across the two counties and are the leading provider of Further Education and Training (FET). Through our FET Service, we offer a wide range of fulltime and part-time courses, such as apprenticeships, basic education, community education and Youthreach as well as student supports and services for employers. We also manage music education through the Music Generation programme and we co-ordinate the delivery of youth services. We have a history of responding flexibly to community and employer needs and aspirations.

Purpose of the Post:

The Communications Assistant will assist the Communications Officer in the Information Technology and Governance Department (ITG) at KCETB. As KCETB works to increase its visibility in the community across Kilkenny and Carlow, the Communications Assistant will have the opportunity to learn the day-to-day duties of the office.

The communications officer with set goals and objectives, with a learning plan in place for your development. The duration of the role is 6 months at 30 hours per week. The successful applicant will gain practical experience, valuable training and will develop a working knowledge of communications, including writing press releases, developing news stories and event management.

What you will be doing:

- Assisting with general functions of the ITG department
- Drafting press releases and compiling press lists
- Proofreading and editing communications materials
- Assisting with event planning, promotion and onsite co-ordination
- Assisting in the operation of core social media accounts

- Drafting visual content for various online platforms
- Assist in creating video for social content
- Assisting with maintaining web presence
- Assist with raising invoices on finance system
- Any other duties which may be assigned from time to time

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

Shadowing & Observation

Sit in on team meetings

Observe staff writing press releases, crafting social media posts, or event planning

Draft social posts, newsletters, and internal messages for feedback

Help update website content or intranet pages

Support event planning tasks: logistics checklists, guest lists, vendor communication

Training in communication tools and platforms:

- o CMS (WordPress, SharePoint)
- o Basic design (Canva, Adobe Express)
- Learn file-naming conventions, brand asset libraries, and project management workflows
- Read organizational brand guidelines, writing style guide, and tone-of-voice documentation
- Subscribe to relevant newsletters or follow communication professionals online
- Explore analytics dashboards to understand key metrics
- Time management & organizational skills

Formal Training

Business writing or professional writing courses e.g LinkedIn Learning

Media relations training: how to pitch, prepare media lists, and support interviews

Digital Communications & Marketing

Basics of graphic design using Canva or Adobe Creative Cloud

Simple video editing courses (Adobe Premiere, CapCut, iMovie)

Brand and visual identity training

Analytics & Measurement

Google Analytics training/certification

Social media analytics fundamentals

- **Sector:** education

Career Level

- Not Required

Candidate Requirements

(Essential)

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