



Technological University of Shannon

#WPEP-2428476

DEPT OF Business and Hospitality, Midlands

Campus, Technological Uni of, Co.

Westmeath, N37 HD68

No of positions : 1

Work Placement Experience Programme

As per WPEP guidelines

Work Placement Experience Programme

23/01/2026

20/03/2026

Clinical Legal Skills Support Officer - 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 participant will learn essential skills for the legal or higher education workplace through this work based learning opportunity. They will gain hands-on experience assisting Senior Law Lecturers an administration and support role, developing essential skills to assist and support law faculty staff in working with students on the development of practical legal skills. This position bridges academic learning with real-world practice. The candidate will assist in the design and delivery of Clinical Legal Education (CLE) programs in the Business Department, under the supervision of senior lecturing staff, and assist with associated activities such as raising awareness of Clinical Legal Education (CLE) activities, coordinating training opportunities, and liaising with national bodies such as FLAC and PILA to facilitate students in gaining exposure to client-facing and community-focused legal work.

The candidate will be supported and supervised by a mentor who will identify training and support opportunities in collaboration with the candidate and assist them in the on-the-job skills development

This role is designed to provide the candidate with opportunities to develop organisational, communication, and coordination skills for legal and higher education work environments, while learning about education principles at third level and student development.

Key Learning Areas:

Learning Administrative and Organisation Skills: e.g, Managing schedules, record-keeping, document preparation, communication and education support.

Legal Skills Support & Coordination: Assisting Senior Lecturers with the delivery of legal skills programs such as in-house mooting competitions and inter-varsity competitions.

Learning about continuous improvement plans and implementation of self reflective professional development skills.

Learning Collaboration Skills: Learn how to effectively supporting and assist with team projects and

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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communicate effectively with colleagues and clients.

Learning Education support – Learning about the design and delivery of clinical legal education (CLE) programs.

Learning how skills programs are designed, assisting Senior Lecturers with the design and delivery of training workshops on legal skills (mooting, mock trial, client interviewing, negotiation, advocacy, research, drafting); How to adapt training materials to reflect current legal standards and community needs. How to assist with logistics for clinics, placements, and partnerships with external organisations.

How to identify and liaise with stakeholders (e.g. national bodies like FLAC, PILA) to expand opportunities for student engagement in CLE.

Learning to use business tools effectively: e.g, training in using Microsoft Word, Powerpoint, Outlook, Moodle

This placement will provide valuable practical experience, building strong administrative and support skills and preparing the participant for future roles.

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 Plan:

Communications Training:

- Microsoft Powerpoint – slide creation,
- Animation,
- presentation preparation.
- Microsoft Word – Document creation and formatting,
- Moodle – editing, formatting & uploading teaching support resources
- Digital Media Content Creation
- Public Speaking

Higher Education Skills:

Training in pedagogy and course design for third level

Student development

Principles of inclusive education

Principles of clinical legal education

Skills scaffolding for clinical legal education

Administration training

- Document & File Management
- Organising physical and digital records. Communication Skills
- Professional email and in-person interactions.
- Accurate record keeping and Reporting - Problem-Solving & Organisation
- Real-world prioritisation tasks. Interpersonal Skills
- Coaching for adaptability and collaboration.

Participants will develop soft skills through practice and mentorship: -Communication: Writing emails, effective verbal interactions and feedback -Teamwork: Collaborating with departments and fostering a supportive culture. Participants will develop a sound understanding of Clinical Legal Education principles and practices and will build familiarity with the legal system, regulatory frameworks, and professional ethics.

- This vacancy is suitable for Remote/Blended working
- **Sector:** education

Career Level

- Not Required

Candidate Requirements

(Essential)

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