



Oxfam Ireland

#WPEP-2430612

OXFAM IRELAND, Hopkins Road, Castlebar,
Co. Mayo, F23 YP40

No of positions : 1

Work Placement Experience Programme

As per WPEP guidelines

Work Placement Experience Programme

26/01/2026

23/03/2026

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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Sales Assistant - Oxfam Castlebar - 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

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Role Description

Oxfam Ireland has a network of charity shops across ROI and NI where we sell second-hand items and accept donations. The generated funds go to support the programs and work of Oxfam, the Oxfam Castlebar shop is open six days per week from 9am to 5.30pm. It has a paid manager and Senior Retail Assistant. We are looking for a participant who is eager to learn and develop skills in key areas of the retail sector under the supervision of the paid staff in store.

The Participant will be trained in the following areas:

- Delivering and ensuring a high level of customer service across the whole team.
- Maintaining store's visual presentation and shop standards
- Resolve any customer/donor issues in a calm and efficient manner
- Pricing, processing, replenishing, and rotating of stock.
- Preparing promotional materials and displays
- General housekeeping
- Receiving donations
- Till duties and cash handling
- Promote shop initiatives
- Create content for Social Media
- Create Window Displays

Ongoing training will be available in other areas through our Learning Management System, including areas such as Health and Safety, HR Compliance and First Aid.

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.

The participant will receive formal/informal training and mentoring in the following:

Formal Training:

(Volunteer Health and Safety Induction Training, Fire Safety, Safety in Shops, Accidents/ Incidents/ Near Misses, Manual Handling & Ergonomics) and H&S in-store training.

Informal Training:

Volunteer code of practice, housekeeping, customer care, sorting, pricing, safety in the shop, till training, How to use a steamer, photographing product for social media, creating posts for social media using Canva app.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Not Required

Candidate Requirements

(Essential)

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