



County Roscommon Women's Network

#WPEP-2433516

ROSCOMMON WOMENS NETWORK, Unit

5/6, The Old Mi, Castlerea, Co. Roscommon,
F45 TN83

No of positions : 1

Work Placement Experience Programme

As per WPEP guidelines

Work Placement Experience Programme

14/02/2026

11/04/2026

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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Assistant Administrator - 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

Learning Activities:

During this placement, you will learn by doing in the following areas:

Community Engagement:

- Learning how to network with community organisations.
- Developing mentoring skills by interacting with other project participants and volunteers.

Sales & Marketing Experience:

- Digital Marketing: Gaining practical experience in updating the CycleUp Textiles website and social media platforms.
- Retail Operations: Learning to use an EPOS system for daily sales and inventory tracking.
- Customer Service: Building confidence in maintaining relationships with customers and partners in a retail/social enterprise setting.
- Logistics: Learning "Lean" principles through product preparation and distribution/postage.

Participant Profile (Skills you will develop)

While no prior experience is required, this placement is ideal for someone who wants to develop:

- Skills in Microsoft Office and digital communication tools.
- Strong organisational skills and attention to detail.
- An understanding of marketing best practice.
- A compassionate approach to working within a community-based, inclusive environment.
- Professional ethics and an understanding of workplace confidentiality.

Financial & General Administration Training:

- Learning Financial Workflows: Assisting the RWN Finance Administrator with annual budgets and day-to-day accounts.
- Day-to-Day Operational Workflows: Assisting the CycleUp Manager with raising and progressing POs and invoices. Maintaining the CycleUp till and petty cash.
- Record Keeping: Learning how to maintain accurate files of invoices and receipts.
- Reporting: Learning how to prepare and present basic financial reports on income and expenditure.
- Office Coordination: Developing front-desk skills, including greeting guests and managing professional correspondence/phone calls.

6. Placement Details

- Duration: 6 months (March 2026- August 2026).
- Hours: 30hrs/week
- Location: Unit 5 The oldmill, Castlerea, Roscommon.
- WPEP Allowance: Paid via the Department of Social Protection (Standard WPEP rates apply).

Role Description

Accredited, Formal Training and Informal training.

- QQI Accredited Training: Opportunity to participate in the WPEP QQI Work Experience Module.
- Health & Safety: Formal training in workplace safety protocols.
- Business Management QQI

Informal Training.

- Systems Training: Training on Financial and EPOS (Electronic Point of Sale) systems.
- Communication Skills
- Administration
- Customer Service

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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