



NÍOS FEARR CONSULTING LIMITED



#WPEP-2440537



15 Somerton Road, Ballinlough, Cork, Co.
Cork, T12 N2D0



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



30/03/2026



25/05/2026

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 Data Entry and Admin Analyst - 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

Duration: 6-month placement

Hours: 30 hours per week (Monday to Friday, approx. 6 hours/day)

This placement offers a hands-on opportunity to develop practical business data and admin skills while working closely with the business owner in a supportive environment. There is a very strong possibility of this becoming a long-term role for the right candidate.

You will gain experience in maintaining data accuracy, exploring business insights and understanding how data informs everyday decisions in a real-world setting.

This role is primarily remote but you will be supported via virtual calls continuously throughout the day. It is ideal for someone looking to build confidence and capability in data-focused work.

With guidance and support, you will:

- Help analyse, input, update, and organise datasets across internal systems
- Assist in checking data and systems for accuracy and consistency
- Take part in compiling simple reports from raw data sources
- Learn how to handle confidential information responsibly in line with data protection practices
- Support the development of business reports and practice basic data analysis to spot trends or patterns
- Work alongside the business owner to understand information needs and help turn data into useful insights
- Contribute ideas to improve data processes and workflows (potentially process automations)

What We Offer

- Hands-on experience in a dynamic business environment
- Mentorship and training
- Opportunity to contribute to real-world business decisions
- Flexible working hours within a structured weekly schedule
- A collaborative and supportive team culture

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(s):

Career Essentials in Business Analysis (by Microsoft)
Digital Literacy and Productivity Learning Pathway
Professional Soft Skills Learning Pathway

Informal Training(s):

Basic understanding of data analysis principles
Improved written and verbal communication skills
Manage time effectively and work independently

- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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