



Fidelma T. Bane Solicitors



#WPEP-2441888



The Plaza offices., Headford Road, Galway,
Co. Galway, H91 KC6V



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



08/04/2026



03/06/2026

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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Legal 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

During the placement, the participant will gain valuable experience in a professional legal environment.

They will have the opportunity to observe and participate in real-world administrative tasks specific to a solicitors firm.

This hands-on experience will allow them to develop practical skills related to legal administration, understand the dynamics of working in a law office, and enhance their overall organisational and communication abilities.

As an administrative assistant in a solicitors firm, the participant will assist in various crucial tasks that contribute to the smooth functioning of the office.

You will learn and assist in preparing legal documents, organising case files, conducting research, proof reading documents for accuracy, managing correspondence with clients and other parties involved in legal matters, and maintaining confidentiality of sensitive information.

The participant will gain practical experience in front reception, answering calls, scanning and filing post, managing diaries, banking, greeting clients and other general office duties.

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.

Formal Training:

Legal document management

Transcribing

Informal Training:

Teamwork

Communication Skills

Customer Service

The training will include learning about office procedures, legal terminology, document management, client communication, scheduling appointments, managing emails, handling phone calls, data entry, filing systems, and using office software such as Microsoft Office Suite.

- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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