



Ability West



#WPEP-2445795



TREO NUA, The Glebe, Tuam, Co. Galway,  
H54 TW08



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



05/05/2026



30/06/2026

## 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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## Administration 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

This is a great opportunity to get real life training and experience in a busy office environment. Participants will receive excellent on the job training and are supported by the unit director who is there to support them. This busy office environment generates good work ethics and helps strengthen the participant's personal and interpersonal skills, engaging colleagues, volunteers and their line manager. This also helps build confidence and self-esteem. A training programme will be devised to meet the participants achievements and will follow with each skill/competency documented on a weekly update. The daily tasks include assisting with data inputting, scanning, emails, phone calls, general office tasks. Gaining an understanding of Social Care Administration will play an important role in this training. Microsoft Package( Excel, Word, powerpoint, Outlook), Records Management, telephones, Internet Explorer etc.

### Role Description

Training in daily tasks include assisting with data inputting, scanning, emails, phone calls, general office tasks. Social Care Administration will play an important role in this training.

Training will include but not limited to:

Formal Training:

Children First training, Studio III, Manual Handling, Fire Safety, Safeguarding

Business Administration or Work Experience at QQI Level 5

Informal Training:

IT skills – MS Office, Word, Excel

Database

Records Management

- **Sector:** human health and social work activities

### Career Level

- Not Required

### **Candidate Requirements**

(Essential)

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