



Gay Project CLG



#WPEP-2445962



THE GAY PROJECT, Carraig Mor H, 10 High Street, Cork, Co. Cork, T12 KC66



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



27/05/2026



22/07/2026

## 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/Community Worker 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 placement role is designed as a shadowing and learning opportunity, where the successful candidate will work alongside an experienced staff member in Gay Project. The focus of this placement is on building confidence and skills in Community Work, gaining experience in group facilitation support, developing interpersonal skills, and working directly with the LGBT+ community. The role will also provide the opportunity to develop administrative and organisational skills by assisting with day-to-day tasks within the organisation.

The participant will be mentored and assist with the following:

- Supporting the facilitation of groups and community activities
- Shadowing an experienced employee in Youth & Community Work
- Assisting in the preparation of workshops, meetings, and events
- Greeting and engaging with service users in a professional and welcoming manner
- Administrative tasks such as filing, scanning, photocopying, answering phones, and data entry
- Supporting correspondence and general office duties
- Assisting with the organisation and promotion of LGBT+ community initiatives

These tasks will be carried out under the supervision of an experienced team member, ensuring support and guidance throughout the placement.

### 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:

- HSE Land Training
- Manual Handling
- Fire Training

Informal Training:

- Supporting group facilitation
- Shadowing experienced Community Workers
- Working with and supporting members of the LGBT+ community
- Communication and interpersonal skills
- General administration duties
- Event and activity preparation

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

**Career Level**

- Not Required

**Candidate Requirements**

(Essential)

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