



FIRST IVF LIMITED



#WPEP-2450099



FIRST IVF, Abbey Hall, Abbeylands, Clane,
Co. Kildare, W91 N500



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



06/07/2026



31/08/2026

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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Digital and Quality Systems 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

First IVF is a HSE approved fertility clinic based in Clane, County Kildare.

This placement is designed to provide practical learning experience in two highly transferable areas: digital/social media support and Quality Management Systems within a regulated clinical environment. These skills are relevant not only to IVF and fertility services, but also to healthcare, administration, quality assurance, compliance, life sciences, regulated industries and general office-based employment.

The participant will support clinic open events by assisting with preparation, organisation, sign-in processes, information materials and follow-up reporting. They will also assist with reviewing the clinic website for general accuracy, broken links and outdated information, with any proposed changes submitted to the appropriate staff member for review and approval.

The participant will be supervised at all times and will only carry out activities after receiving appropriate training.

During the placement, with supervision the participant will:

Support social media by monitoring trends and scheduling approved content

Assist with marketing and patient information processes

Help prepare reports of enquiries and expressions of interest

Support clinic open events, including preparation, sign-in and follow-up

Review website content for accuracy and flag any issues

Gain supervised exposure to document control, audits and record keeping within a quality system

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 / Structured Training (Approx. 20 hours)

- Health and Safety Awareness
- Manual Handling and Display Screen Equipment
- Fire Safety and Risk Assessment
- Infection Prevention and Control
- Introduction to Quality Management Systems (QMS)
- Risk Management and Continuous Improvement
- Audit Awareness and Processes
- GDPR and Data Protection
- Patient Confidentiality in a healthcare setting
- Professional communication skills
- Handling enquiries and escalation processes
- Website and social media approval processes
- Contact reporting and data handling principles

Supervised Practical Training (Approx. 40 hours)

- Workplace induction and clinic orientation
- Use of social media tools and content scheduling
- Reviewing and updating website content (under supervision)
- Preparing enquiry and contact reports
- Supporting clinic events and follow-up processes
- Exposure to quality system activities (documents, training records, audits)
- Understanding incident reporting, complaints awareness and escalation
- Ongoing supervision, feedback and review of learning

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

Career Level

- Not Required

Candidate Requirements

(Essential)

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