



BATTERY PARK HOLDINGS LIMITED



#WPEP-2450245



D.N.G. KELLY DUNCAN, Water Lane,
Tullamore, Co. Offaly, R35 N6P1



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 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 six-month placement with DNG provides a unique opportunity to gain practical, hands-on experience in a professional business environment in conjunction with Tullamore Chamber of Commerce. Throughout the placement, you will be part of a welcoming and experienced team committed to helping you grow your skills and confidence. You will have regular mentoring sessions and access to staff support as you gain meaningful insight into the workings of a vibrant organisation. This is a training and work experience opportunity supported by DNG and Tullamore Chamber of Commerce. No prior experience is necessary. Full mentoring and both accredited and informal training will be provided.

Under the guidance of senior staff and as part of a collaborative team, the participant will assist with and learn the following areas:

- Prepare and format professional documents, reports, newsletters, and meeting agendas using Microsoft Office tools
- Assist in document management, filing systems, and record-keeping in line with GDPR policies.
- Provide general administrative support across departments.
- Act as a point of contact for clients—handling queries via phone, email, and in person with a high level of professionalism.
- Contribute to social media postage and digital newsletter preparation.
- Gain exposure to accounts payable and receivable processes.
- Assist with issuing invoices and tracking payments
- Use accounting software to support finance officer tasks under supervision.

By the end of this placement, participants will have developed and strengthened key professional competencies.

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.

Participants may undertake the QQI Level 5 Work Experience Module, developed by the Education & Training Boards and the Department of Social Protection, to support their learning goals.

Formal Training:

- Business Administration
- Marketing
- Digital Literacy & GDPR Awareness
- Accounts Support & Financial Literacy
- Professional Document Preparation

Informal Training:

- Communications
- Customer Service
- Team Collaboration & Office Etiquette
- Reception

- **Sector:** other service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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