



Southill Area Centre, operating as Southill Hub



#WPEP-2459114



SOUTHILL AREA CENTRE, Donough

O'Malley Pk, Limerick, Co. Limerick, V94 X431



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



21/07/2026



15/09/2026

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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Reception 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 supervised work placement has been designed to provide practical experience for someone interested in developing a career in administration or facilities management.

Alongside experienced management and administrators, you will receive structured training and mentoring while gaining hands-on experience across all of the administration of a vibrant community centre. You will learn all of the services involved in the centre, how to schedule and manage our room booking system and catering orders.

No previous recruitment experience is required. The emphasis of this placement is on learning new skills, building confidence and developing workplace experience in a supportive office environment.

Throughout the placement you will receive training and supervised experience in:

- Maintaining accurate service user records within a out client management system while understanding GDPR requirements.
- Inputting of purchase invoices to Xero (accounts software) and filling with correct department.
- Liaising with customers, in person, over the phone and via email to take and confirm room bookings and catering orders
- Learning how to use the Southill Hub social media sites to promote the work of the centre.
- Developing professional telephone, email and customer service skills.
- Understanding the work of the Southill Hub and signposting new service users to the most appropriate team member best suited to their needs.
- Working as part of a professional team in a busy office environment.

This placement is intended to help participants gain valuable office experience, develop transferable skills and improve their future employment opportunities.

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

- Professional communication skills.
- Administration and organisational skills.
- Database management and data accuracy.
- Research and candidate sourcing techniques.
- Microsoft Office proficiency.
- Time management and prioritisation.
- Customer service skills.
- Teamworking and workplace confidence.

Structured informal day to day training.

- Regular mentoring and coaching.
- Ongoing feedback and support.
- Opportunities to observe and participate in front of house meetings and event planning meetings.
- A structured learning environment designed to build practical workplace skills.

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

Career Level

- Not Required

Candidate Requirements

(Essential)

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