



THE MATT TALBOT COMMUNITY TRUST



#WPEP-2459220

MATT TALBOT COMMUNITY TRUST, 77



Colepark Drive, Ballyfermot, Dublin 10, D10

EH34



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



30/07/2026



24/09/2026

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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Community Programme 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

****Location:**** Matt Talbot Community Trust, Ballyfermot, Dublin 10

****Hours:**** 30 hours per week | ****Duration:**** 6 months

Matt Talbot Community Trust (MTCT) supports adults affected by addiction, homelessness, imprisonment, trauma and long-term social exclusion through recovery-focused, strengths-based and trauma-informed practice.

This placement offers practical workplace experience within a supportive community organisation through a structured six-phase learning programme. Participants receive induction and training in workplace expectations, health and safety, GDPR, confidentiality, equality, inclusion and recovery-oriented practice before progressing to supervised practical experience.

Participants will gain experience in community education, administration, reception, digital skills, Microsoft Office, customer service, communication, teamwork, organisation and community engagement. Activities include observing experienced staff, assisting with programmes and events, preparing learning resources, supporting participants and completing supervised administrative tasks.

Monthly supervision, mentoring and reflective learning help participants develop confidence, review progress and achieve individual learning goals. The placement concludes with CV development, interview preparation, career planning and progression towards employment, education, volunteering or further training. Accredited training opportunities may also be available.

Applicants must meet the Department of Social Protection's Work Placement Experience Programme (WPEP) eligibility requirements, apply through JobsIreland.ie and have eligibility

confirmed before commencing the placement.

Role Description

Participants will receive a structured training programme throughout the placement, including:

Formal Training:

- Health & Safety, GDPR, confidentiality and safeguarding
- Equality, diversity and professional workplace behaviour
- Workplace induction and organisational policies
- Office administration, Microsoft Office and digital skills
- Community education and recovery-informed practice

Accredited Training Opportunity

Participants may have the opportunity to complete the QQI Level 5 – Young People and Society (5N2001), developing knowledge of adolescent development, youth work, community support, inclusion, mental health, critical thinking and professional practice.

The 15-week course will run from September to December (Fridays 9:30-12:30).

Course Start Date: Friday 18th September 2026

Location: The Grainstore, The Digital Hub, Roe Lane, Thomas Street, Dublin 8, D08 KC81

Informal Training:

- Communication, teamwork and customer service
- CV preparation, interview skills and progression planning
- Time management, organisation and problem-solving
- Community engagement and participant support
- Monthly supervision, mentoring and skills reviews

- **Sector:** education

Career Level

- Not Required

Candidate Requirements

(Essential)

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