



BLAZENVALE LIMITED



#WPEP-2460991



CHUPI, Unit 10, Powerscourt Townhouse, 59

William St S, Dublin 2, D02 FX73



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



12/08/2026



07/10/2026

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 Business Support 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

Chupi has brought diamonds into the 21st century. Through a focus on sustainability, innovation and master craftsmanship, Chupi offers meaningful luxury — timeless jewellery that tells stories of love, hope and everything in between, designed to be passed down for generations to come.

As a Digital and Business Support Assistant at Chupi, you will gain experience while assisting with various campaigns and cross-channel initiatives. You will assist with everything from social content and community management to tracking performance metrics. You will learn to keep your finger on the pulse of emerging internet trends, and the ins and outs of e-commerce platforms like Shopify.

This placement is designed to provide practical learning experience in two highly transferable areas: digital support and Customer Records Management. These skills are relevant to administration, quality assurance, and general customer-based businesses.

The participant will support events by assisting with preparation, organisation, sign-in processes, information materials and follow-up reporting. They will also assist with reviewing the digital channels for general accuracy, broken links and outdated information.

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 customer information processes
- Help prepare reports and newsletters
- Support company open events, including preparation, sign-in and follow-up
- Review digital 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. This optional module will fulfil your accredited training requirements for the WPEP.

The participant will receive formal/informal training and mentoring in the following:

Formal Training

- Health and Safety Awareness
- Introduction to Customer Record Management Systems (CRM)
- GDPR and Data Protection
- Professional communication skills
- Handling enquiries and escalation processes
- Website and social media approval processes

Informal Training

- Use of social media tools
- Reviewing and updating website content (under supervision)
- Preparing enquiry and contact reports
- Creative thinking and visual sensibility
- Exposure to quality system activities
- **Sector:** other service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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