



Kilkenny and Carlow Education and Training

Board



#WPEP-2462618



KCETB, Athy Road, Carlow, Co. Carlow, R93

DN80



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



06/08/2026



01/10/2026

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](#)



Open your camera app & point here to view this ad online



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

Kilkenny and Carlow Education and Training Board (KCETB) is the largest education and training provider in counties Kilkenny and Carlow and offers a broad range of education and training services to approximately 25,000 students and learners on an annual basis. We manage 13 post-primary schools across the two counties and are the leading provider of Further Education and Training (FET).

The participant will support the Communications Officer and the wider Information Technology and Governance (ITG) Department in the delivery of communications, administrative and governance functions across Kilkenny and Carlow Education and Training Board (KCETB).

This role offers a unique opportunity to gain hands-on experience in corporate communications, event co-ordination, governance administration and organisational support. The successful candidate will contribute to a variety of projects and day-to-day activities that help enhance KCETB's public profile, support regulatory compliance, and ensure the efficient operation of departmental services.

The successful applicant will receive structured guidance and training while developing practical skills in communications, event support, committee administration and corporate record management.

The participant will gain experience in:

- Assisting with general functions of the Information Technology & Governance Department
- Proofreading and editing documents
- Assisting with event planning, promotion and onsite co-ordination
- Assist with raising orders on finance system
- Any other duties which may be assigned from time to time
- Providing general administrative support, including record management and document preparation

- Supporting the co-ordination of Audit & Risk Committee and Finance Committee meetings
- Assisting with GDPR training administrating and record keeping
- Supporting the onboarding of new employees by updating training systems
- Supporting the maintenance of GDPR documentation, registers and compliance records

Role Description

Participants will be supervised by their mentor. The participant will also accompany the communications officer on visits to schools and centres meeting with staff, working on relationship building skills. The participant will help with monitoring of social media accounts and their activities. Through training with the communications officer, the participant will also learn how to work and edit a content management system, learning the ability to edit a website and seeing their work published. The participant will also learn how to raise purchase orders on the finance system, under supervision. They will also learn valuable skills in planning for an event, the processes and steps required for an event to run smoothly.

Informal Training

Shadowing & Observation

Sit in on team meetings

Draft social posts, newsletters, and internal messages for feedback

Help update website content or intranet pages under supervision

Support Assistant Staff Officer

Learn file-naming conventions, brand asset libraries, and project management workflows

Time management & organizational skills

Formal Training

Training on KCETB Finance System to assist with raising POs and Invoices

Training on data gathering

Training in promotional activities

Training in methods to assist with recording of statistical data

Scope for further training as required

- **Sector:** education

Career Level

- Not Required

Candidate Requirements

(Essential)

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