



IRISH TABLE TENNIS ASSOCIATION
COMPANY LIMITED BY GUARANTEE



#WPEP-2463978



Irish Sport Hq, Sport Ireland Campus,
Snugborough Road, Dublin 15, D15 DY62



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



19/08/2026



14/10/2026

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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Administrative assistant (Based in Dublin) - 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

During their time with us, the successful participant will gain a wide variety of knowledge and skills through both informal and formal/industry recognised training. The participant will learn a variety of skills in the job through mentoring.

The successful participant will be taught and mentored in:-

- Learning how GDPR processes and compliance requirements are met
- Administrative support, including letter writing, email creation and telephone queries
- Assisting with maintaining efficient office systems, including data management and filing
- Learning how the membership process is maintained
- Learning how events are set up
- Assisting with registration at offsite events occasionally
- Assisting with ensuring the website/social media is up to date with accurate information

Role Description

- WPEP QQI Work Experience Module (if needed)
- GDPR & Safeguarding
- Health and Safety Induction
- IT Applications

Informal Training:

- Administration

- Customer service
- Teamwork
- This vacancy is suitable for Remote/Blended working
- **Sector:** arts, entertainment and recreation

Career Level

- Not Required

Candidate Requirements

(Essential)

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