



Society of Saint Vincent de Paul



#WPEP-2466961



Vincent's Castletown Road, 125A Castletown
Road, Dundalk, Co. Louth, A91 DH98



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



04/09/2026



30/10/2026

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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Shop Assistant - Castletown Road - 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

The Shop Assistant will support the day-to-day running of the SVP shop. The role will involve customer service, receiving and sorting donations, pricing and displaying stock, keeping the shop organised and attractive, and assisting with furniture collections and deliveries. The role will also involve promoting the shop and its stock on online, including posting photos and updates of new furniture and other items as they arrive.

The shop will sell furniture along with a wide range of donated household items and bric-a-brac.

On this placement the participant will have the opportunity to learn, assist and gain experience in the following:

- Welcome customers and provide friendly and helpful customer service.
- Assist customers with enquiries about furniture and other items for sale.
- Receive donations from members of the public.
- Sort and assess donated household items, including ornaments, pictures, mirrors, lamps, kitchenware, books and small household items.
- Check donated items for cleanliness, damage and suitability for resale.
- Clean and prepare furniture, bric-a-brac and other donated items for display where required.
- Price, label and display stock in an attractive and organised way.
- Regularly replenish and rearrange stock so displays remain fresh and appealing.
- Keep shelves, display areas and furniture areas tidy and well organised.
- Assist with pricing and displaying furniture.
- Help move furniture within the shop and storage areas.
- Assist with loading and unloading furniture where required.
- Prepare sold items for customer collection or delivery.
- Operate the till and handle cash and card payments in line with SVP procedures.
- Answer telephone enquiries and take messages where required.

- Assist with arranging furniture collections and deliveries.
- Keep the shop, stock room and storage areas clean, tidy and safe.
- Ensure walkways and exits are kept clear at all times.
- Identify items which may be valuable, unusual or unsuitable for sale and refer these to the Shop Manager.
- Follow SVP procedures regarding donations, pricing, stock control and disposal of unsuitable items.
- Follow all health and safety and manual handling procedures.
- Treat customers, donors, volunteers and colleagues with dignity and respect.
- Maintain confidentiality at all times.
- Work as part of the wider SVP retail team.
- Carry out any other reasonable duties required for the effective running of the shop.

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

- WPEP QQI Level 3 Module
- Manual Handling

Informal Training

- Customer Service
- Stock Checking
- Pricing and Merchandising
- Teamwork and Communication Skills
- Health and Safety in the Workplace
- Social Media and basic promotional skills

- **Sector:** other service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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

