



SAOIRSE ETHNIC HANDS ON DECK
COMPANY LIMITED BY GUARANTEE



#WPEP-2467478



Nano Nagle Place, Douglas Street, Cork, Co.
Cork, T12 X70A



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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Community & Events 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

Saoirse Ethnic Hands on Deck CLG is a Cork-based charity founded and led by migrant women. We create employment, training and community pathways for migrant women, many with lived experience of the asylum process and Direct Provision, and our social enterprise, Sanctuary Catering, brings our training, community work and food offering together.

This Work Placement Experience Programme offers a supported opportunity to gain broad practical experience within a busy, migrant-led charity, helping deliver our community programmes and events, supporting project administration, and assisting with communications around our activities.

The participant will work as part of a supportive team and be trained and supervised by experienced staff throughout. The placement is designed to provide beneficial, supervised work experience while developing transferable skills in community engagement, event support, administration, communication and teamwork, skills that transfer across a wide variety of sectors. No prior experience or qualifications are required; this is a learning and training opportunity, and the participant will be supported to grow in confidence over the six months, guided by a Personal Learning Plan and a named mentor.

Throughout the 6-month placement, the participant will be supported, trained and supervised by experienced staff and will learn how to:

- Assist colleagues in the planning and running of community events including preparation, set-up, sign-in and follow-up.
- Support the coordination of our current projects, including the Taste of Home cookbook launch, the Ethnic Shops Directory and our community training courses.
- Support general office administration, including record keeping, keeping the event calendar and

photo gallery organised, and preparing simple reports under guidance.

- Assist in maintaining accurate records of upcoming events, community contacts and project activities.
- Observe and develop professional communication skills when engaging with community members, partner organisations and members of the public.
- Assist with creating and scheduling social media content to promote our events and activities, under supervision.
- Help update website content for accuracy, under the guidance of colleagues and our freelance web designer.
- Help capture photos and short video at events, with appropriate consent and under supervision, for records and promotion.
- Develop workplace communication, teamwork and organisation skills through practical experience.
- Gain an understanding of the day-to-day operations of a migrant-led charity and social enterprise.
- Learn from experienced colleagues across the organisation and build confidence in a professional working environment.

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 the placement. The participant is eligible to participate in the WPEP QQI Work Experience Module, which was developed by the Education and Training Boards in collaboration with the Department of Social Protection. This module will fulfil the accredited training requirement for the WPEP.

Formal Training

- WPEP QQI Work Experience Module (ETB)
- Digital Content Management Training
- Adobe Creative Cloud
- Canva Pro
- GDPR and Data Protection Awareness

Informal Training

- Supported experience assisting with the planning, running and follow-up of community events, working alongside experienced staff
- Social media planning and scheduling under supervision
- Working alongside the team on live campaigns and communications
- Developing confidence working with people from diverse backgrounds in a migrant-led organisation
- Participating in team meetings and planning sessions

- Ongoing mentoring and regular one-to-one supervision
- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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