



The Tower Programme



#WPEP-2469730



Cusack House, Saint Mark's Lane, Dublin 22,
D22 H9Y9



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



14/09/2026



09/11/2026

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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Programme & Facilities 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

The Programme & Facilities Assistant will learn how to support the day-to-day running of the Tower Programme, helping to maintain a welcoming, safe and well-organised environment for participants and staff.

A key part of the role will be supporting the kitchen, including preparing and serving light breakfast and lunch, basic food preparation, maintaining kitchen hygiene and cleanliness, washing dishes and assisting with stock and supplies. The role will also involve general housekeeping and maintaining communal areas throughout the centre.

The participant will also have the opportunity to assist with basic administration, filing, photocopying, computer tasks and preparing rooms and resources for classes, activities and meetings. They may also support programme events and other general duties that contribute to the smooth running of the service.

The placement will provide valuable practical workplace experience and opportunities to develop skills in food preparation, hygiene, communication, teamwork, organisation, IT and customer service, while working as part of a community-based organisation. Appropriate guidance and training will be provided for the duties undertaken.

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 a combination of formal and informal training relevant to the duties of the placement. This will include:

Formal Training

- Basic food preparation and safe handling of food
- Food hygiene, kitchen safety and HACCP awareness
- Safe cleaning practices and use of cleaning equipment
- Workplace health and safety, including safe manual handling
- Basic computer skills, including email, Word and general IT use
- Maintaining professional boundaries and confidentiality
- General induction to the Tower Programme, its role within the community and the services it provides

Informal Training

- Kitchen organisation, stock control and maintaining supplies
- Preparing and serving breakfast and lunch
- Communication and teamwork in a busy community environment
- Customer service and professional workplace conduct
- Basic administration, filing and record keeping
- Time management, organisation and prioritising tasks
- Working appropriately with participants, staff and external agencies

The participant will receive ongoing guidance and support from staff throughout the placement, with opportunities to develop confidence, workplace skills and practical experience.

- **Sector:** human health and social work activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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