



Clannad Care



#WPEP-2475566



CLANAD CARE, UNIT 1B, Cleaboy Bus Pk,
Waterford, Co. Waterford, X91 DVY8



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



19/10/2026



14/12/2026

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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Administrator 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

Clannad Care is a healthcare staffing and home support provider working closely with the HSE and private clients. We support vulnerable people in their homes and communities and pride ourselves on being professional, ethical, and people-focused. This work placement offers an opportunity to gain real, hands-on experience in a busy healthcare office environment.

This is an administrative assistant role designed for a participant on a Work Placement Programme. The successful candidate will be mentored to support the day-to-day running of the office, providing general administrative and reception support to the management and coordination teams. Full guidance and support will be provided.

What the participant will learn over the course of the placement:

Reception & Front-of-House

- * Meet and greet all visitors in a professional and friendly manner
- * Answer and direct incoming phone calls
- * Act as a first point of contact for staff and visitors to the office

Administrative Support

- * Provide general admin support to the management and office team
- * Assist with data entry and filing (both electronic and paper-based)
- * Support the preparation of documents and internal records
- * Generate home support log book and document folders

Post & Office Management

- * Manage incoming and outgoing post and deliveries

- * Assist with ordering stationery and office supplies
- * Help maintain a tidy, well-organised office environment

General

- * Assist with day-to-day office tasks
- * Support ad-hoc administrative projects

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

- Microsoft Office (Word, Excel, Outlook)
- Internal Systems

Informal Training

- Office Coordination
- Record Keeping: Maintaining accurate records and preparing reports
- Meet & greet, answering calls, using switchboard and managing incoming web and e-mail inquiries in a professional and timely manner
- Incoming and outgoing post and deliveries
- Preparation of Documents
- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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