



Job Title	WSTLAES Programme Administration Support Officer
Reporting To	Waterford Leader Partnership WST LAES Manager
Employer	<input type="checkbox"/> Waterford LEADER Partnership CLG.
Primary Scope of Duties	<p>Purpose of the Role</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Programme Administration Officer provides administrative support to the LAES Manager in the administration of the LAES contract. <input type="checkbox"/> The role focuses on ensuring accurate documentation, consistent administrative processes, effective record-keeping and support across the programme. <input type="checkbox"/> All service delivery, performance management, compliance, and contractual accountability remain with the LAES Manager. This role provides administrative support. <input type="checkbox"/> Salary: The starting salary is €44,552 to €48,058, dependent on relevant experience, with incremental progression in line with approved company pay scales and available budgets.
Employment Conditions	<ul style="list-style-type: none"> <input type="checkbox"/> The WSTLAES Programme Administration Support Officer will be required to work 37.5 hours a week; however, a degree of flexibility will be needed to facilitate service delivery. <input type="checkbox"/> A minimum probationary period of six months will apply. <input type="checkbox"/> This contract period may be extended or reduced subject to funding availability for each post. <input type="checkbox"/> The main employment base will be at the WSTLAES offices, Waterford City and Co Waterford.
Main Duties - Service Delivery:	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate and maintain administrative records across multiple offices to ensure information is accessible and accurate. <input type="checkbox"/> Provide administrative support for job vacancies ,job start records, ensuring information is complete and correctly recorded. <input type="checkbox"/> Collate and check administrative data for monthly claims and reports. Check figures against source documentation and flag discrepancies to the LAES Manager and support corrective action. <input type="checkbox"/> Check Discretionary Fund applications for completeness. <input type="checkbox"/> Prepare reports and information requested by LAES Manager. <input type="checkbox"/> Support scheduling, calendars, meeting invitations, and preparation of meeting agendas/minutes. Maintain action logs and follow-up trackers from meetings. <input type="checkbox"/> Assist with client onboarding and exit documentation. <input type="checkbox"/> Procurement of office utilities and supplies, Discretionary Fund expenditure. <input type="checkbox"/> Maintain accurate logs and records for service providers, contracts, renewals, and expiry dates. <input type="checkbox"/> Stand in for LAES Manager when on leave. <input type="checkbox"/> Support the administrative processing of data breach documentation and escalate matters to the LAES Manager. <input type="checkbox"/> Assist with design, sourcing, creation and distribution of the weekly Jobs Pack, including sourcing job and training information, checking dates, and ensuring content is accurate and up to date. Use Canva in design. <input type="checkbox"/> Assist LAES Manager to arrange participation and set-up at job fairs and related events. <input type="checkbox"/> Maintain a simple content log (spreadsheet) to track posting dates and updates for internal reference. <input type="checkbox"/> Assist LAES Manager with preparation for QMark by maintaining administrative trackers and logs for internal monitoring and reporting.
Main Duties - Sub-Contractor Management:	<ul style="list-style-type: none"> <input type="checkbox"/> Act as administrative liaison between Waterford LEADER Partnership CLG and sub-contracted delivery partners to ensure smooth operational coordination. <input type="checkbox"/> Maintain accurate records of sub-contractor referral numbers, performance data, and contractual targets, ensuring alignment with DSP requirements. <input type="checkbox"/> Collate and review monthly performance reports from sub-contractors, checking for completeness, accuracy, and consistency with agreed KPIs. <input type="checkbox"/> Support the verification of documentation submitted by sub-contractors for monthly claims and reconcile figures with internal tracking systems. <input type="checkbox"/> Assist in preparing documentation and performance summaries for contract review meetings with sub-contractors. <input type="checkbox"/> Record minutes and maintain action logs from sub-contractor meetings, ensuring follow-up actions are tracked and closed out. <input type="checkbox"/> Assist in reviewing Discretionary Fund activity across sub-contractors to ensure adherence to funding rules and contractual scope. <input type="checkbox"/> Escalate any data discrepancies, compliance concerns, or contractual risks to the LAES Manager in a timely manner. <input type="checkbox"/> Provide administrative support during audits, inspections, or monitoring visits involving sub-contracted partners.
Skills and Knowledge	
Knowledge of Employment, Enterprise, and Career Guidance	<ul style="list-style-type: none"> <input type="checkbox"/> The principles of employment activation and progression pathways for long-term unemployed individuals. <input type="checkbox"/> The importance of accurate documentation in supporting job starts, milestone claims, and compliance reporting. <input type="checkbox"/> Common employment supports, training pathways, certifications, and accredited programmes relevant to client progression. <input type="checkbox"/> Data protection, confidentiality, and governance requirements within publicly funded programmes. <input type="checkbox"/> The administrative processes underpinning job start verification, Discretionary Fund supports, and reporting structures.
Administration Leadership	<ul style="list-style-type: none"> <input type="checkbox"/> Promoting consistent administrative standards across all LAES offices to ensure accuracy, compliance, and efficiency. <input type="checkbox"/> Acting as a central coordination point for administrative processes, ensuring uniform templates, trackers, and documentation practices are used across the programme.



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	<input type="checkbox"/> Providing guidance and support to administrative staff (where applicable) to ensure best practice in record-keeping and data management.
Negotiation	<input type="checkbox"/> Demonstrate experience in forming and maintaining good working relationships across stakeholders. <input type="checkbox"/> Have excellent communication and listening skills. <input type="checkbox"/> Capacity to be confidential by nature and a strong influencer.
Core Competencies Required	
Minimum Experience	<input type="checkbox"/> A minimum of three years' experience in a senior administrative role with responsibility for data accuracy, reporting, and compliance support. <input type="checkbox"/> Proven experience supporting management within a contract-based, governance-driven, or regulated programme environment. <input type="checkbox"/> Demonstrate capacities in successfully addressing barriers to employment. <input type="checkbox"/> Demonstrated experience collating, checking, and validating data for reporting, claims, or funding purposes. <input type="checkbox"/> Experience maintaining structured filing systems and administrative trackers across multiple workstreams or locations. <input type="checkbox"/> Strong experience using Microsoft Excel (including formulas and data checking functions) to manage and validate data. <input type="checkbox"/> Experience working with confidential information and applying GDPR principles in an administrative setting. <input type="checkbox"/> Experience working independently, managing deadlines, and prioritising competing administrative demands.
Minimum Qualifications	<input type="checkbox"/> A qualification at National Framework of Qualifications (NFQ) Level 7 or higher in Business Administration, Management, Public Administration, Finance, Governance, Community Development, or a related discipline. <input type="checkbox"/> Demonstrated evidence of continued professional development relevant to administration, governance, compliance, or programme support. <input type="checkbox"/> Strong digital competency, including formal or informal certification/training in Microsoft Office (particularly Excel) or equivalent systems. <input type="checkbox"/> A current, full clean driving licence and access to transport, as travel between programme offices is required.

Application Process

To apply, submit your CV and cover letter by 5:00 p.m. on **Thursday 4 June 2026**, to: Email: info@wlp.ie. Please put Job Title in subject line of email when applying.

Interviews: Will be scheduled for **Tuesday 9 June 2026** in 69 O'Connell Street, Trinity Without, Waterford X91 TX38

Important Notes

- Applications submitted after the deadline will not be considered.
- Canvassing will result in disqualification.

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We're HIRING!

PROGRAMME ADMINISTRATION SUPPORT OFFICER

OUR MISSION
To empower individuals to realise their full potential through employment, education, or training.

- Programme administration and compliance support across multiple LAES offices
- Work with stakeholders and subcontractors to deliver quality services
- Support reporting, claims, audits and performance excellence

APPLY TODAY!
Send your CV and cover letter to:
info@wlp.ie

Be part of a team that empowers people and strengthens our community.