

**The AHEAD WAM Programme**

**Local Government
 WAM Placements 2025/26**

**General Candidate Information Booklet**

# Local Government Management Agency. Department of Social Protection logo

# Local Authorities and The WAM Programme

The WAM Programme are partnering with a number of local authorities nationally to offer paid, mentored, work placements exclusively for graduates with disabilities commencing from May 2025.

Please visit [www.ahead.ie/LAplacements](http://www.ahead.ie/LAplacements) for information about each local authority and the full role profiles available.

## What is The WAM Programme?

WAM (Willing Able Mentoring) is an initiative of AHEAD. AHEAD is an independent non-profit organisation working to create inclusive environments in education and employment for people with disabilities. The main focus of our work is further education and training, higher education and graduate employment. The central objective of WAM is to promote a more inclusive labour market for graduates with disabilities. This is achieved through the provision of paid and mentored work placements, which participating employers in WAM provide for graduates with disabilities. To this end WAM seeks to provide career opportunities in the mainstream world of work and successful candidates must be willing and ready to undertake the full-time roles as offered through WAM.

For graduates, WAM offers valuable experience in a real work setting (relevant to qualifications) and assists in the development of social and networking skills all the while receiving ongoing support and guidance in the form of a mentoring program. All successful candidates will be assigned a mentor within the organisation that they are placed. This will be someone who works within the company but is not their manager. All parties will receive training prior to the WAM Placement starting, where more information and guidelines will be given.

More information on the AHEAD WAM Programme is available on our website - [www.ahead.ie/wam](http://www.ahead.ie/wam). Please ensure you read all of our [Rules and FAQs](http://www.ahead.ie/wam-faqs).

## What is the LGMA?

The LGMA is a state agency that provides a range of professional services to local authorities. The LGMA works collaboratively with all 31 local authorities to support the coordinated and cost-effective delivery of local government services and policy. The LGMA also help local authorities to implement change and enhance performance.

# Eligibility Criteria

In order to qualify for placements with the local authorities, applicants must on the closing date of 12th February 2025 satisfy all of the following criteria:

* Have a disability to participate in The WAM Programme.
* Be available and ready to undertake a full-time WAM Graduate Placement commencing in May 2025.

**Please note that applications will not be accepted from candidates:**

(a) who are currently employed by a local authority in a permanent capacity; or

(b) have undertaken a previous WAM placement with this local authority

**Candidates should also satisfy the following criteria**:

**Educational Experience**

* In order to be eligible, candidates must on the latest date for receipt of completed applications hold a relevant **Level 6 qualification or above** on the [National Framework of Qualifications](https://nfq.qqi.ie/) maintained by Qualifications and Quality Ireland (QQI) or equivalent.

**Note**

If a candidate’s qualification was obtained anywhere other than Ireland, a candidate can check the level of their education by [contacting QQI here.](https://www.qqi.ie/Articles/Pages/Qualifications-Recognition.aspx)

The onus is on the candidate to ensure that they satisfy the essential eligibility requirements for these posts

# Citizenship

Certain citizenship requirements that will determine whether you can apply or not.

Applicants must, by the date of any job offer, fit into one of the categories below

**a)** **Citizen of EEA**

You are a citizen of the European Economic Area (EEA). The EEA consists of the

Member States of:

* + the European Union
	+ Iceland
	+ Liechtenstein
	+ Norway, or

**b) Citizen of the UK**

You are a citizen of the United Kingdom (UK), or

**c) Citizen of Switzerland**

You are a citizen of Switzerland as defined in the agreement between the EU and

Switzerland on the free movement of persons, or

**d)** **Spouse or child**

You are a non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen

and have a stamp 4 visa, or

**e)** **International protection**

You are:

* a person awarded international protection under the International Protection Act 2015, or
* a family member entitled to remain in the State as a result of family reunification,

**and**

* someone with a stamp 4 visa

**f)** **Parent or dependent**

You are a non-EEA citizen who is a parent of a dependent child who is a citizen of,

and resident in:

* an EEA member state or the UK or Switzerland,

**and**

* have a stamp 4 visa

**g)** **Valid Department of Justice visa stamp**

You must hold a valid visa stamp issued by the Department of Justice which clearly

allows you to reside in the country and seek employment, for example, stamp 1g.

**Non-EU citizens who are EEA citizens**

If you are a non-EU/EEA citizen applying for a Graduate position, you must before we offer you a job, prove that you hold one of these two:

* a **valid work permit** for the length of your contract

**or**

* a **valid visa stamp** that allows you to start employment and apply for a Critical Skills Employment Permit.

You will be required to personally apply for and pay the costs of getting a general

Employment Permit.

Your work permit must allow you to work full time for your prospective employer.

# Application and Recruitment Process

## Application Stage

1. Read all job postings on [www.ahead.ie/LAplacements](http://www.ahead.ie/LAplacements)
2. Download and complete a fully completed [Application Form.](https://www.ahead.ie/userfiles/files/WAM%20Placements/JobSpecs/2025/LocalAuth/LAAppForm_AHEAD2025.docx) You will have to submit a **separate application form for each local authority** you are interested in applying for.
3. Submit your application form before or on 12pm, 12th February 2025 through your online [WAMWorks account](http://www.ahead.ie/wamworks).
	* In the case of a local authority having more than one job posting, you will be asked to indicate which postings you are applying for.
4. You will be asked to confirm any interview accommodations you require before submitting your application form.
5. Application forms are screened by WAM to ensure that they meet the minimum educational requirements.
6. Successfully screened application forms will then be forwarded by AHEAD to the relevant local authorities who will then undertake a shortlisting process.

## Shortlisting and Recruitment Stage

1. The local authority may decide, due to the number of applications received from candidates for the position to carry out a desktop shortlisting procedure.
	* In the event of desktop shortlisting, candidates will be given a numeric score that best represents their proficiency level in each competency area based on the evidence/examples provided in their application form. (Please see Appendix on Page 8 for the Shortlisting Rating Descriptors)
2. Preliminary interviews may be held to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.
3. The number of candidates invited to interview shall be determined by each local authority.

## WAM Placement Stage

1. Successful candidates may then be offered a WAM Graduate Placement by a local authority.
2. Start dates will be determined by each local authority and it is expected they will commence from May 2025 onwards.
3. A comprehensive needs assessment is conducted by AHEAD before candidate takes up a position. The offer is on the condition that a successful needs assessment is conducted and recommendations can be appropriately implemented by the employer subject to the terms and conditions outlined in the needs assessment.

If you have any queries, require any further information or assistance during this process, please contact the WAM Team at wam@ahead.ie or telephone 01 5923667 and we will do our best to assist you.

# Principal Conditions of Service

## Remuneration

Salary - €35,419 (single point salary scale – no increments but salary will be amended in line with national wage agreements).

The WAM Graduate Placement role is a single point salary scale and considered as analogous or linked to Grade IV in relation to pay.

## Working Hours

The standard working week will be 35 hours’ net of lunch breaks.

## Annual Leave

24 days per annum.

# Key Competencies

The key competencies for all local authorities’ posts are outlined below.

Candidates will be expected to demonstrate sufficient evidence, that they possess or have the capacity to acquire the knowledge, skills and qualities as outlined below.

## Purpose and Change:

* Demonstrate an understanding of the role played by a local authority and the type and range of work carried out by a local authority on behalf of the citizens.

## Delivering Results:

* Demonstrates the ability to problem solve and contribute to successful solutions.
* Demonstrates the ability to understand and implement instructions as part of a team and under direct supervision.
* Demonstrates an understanding of the need to use Council resources effectively.
* Demonstrates the ability to deliver quality work and/or services to prescribed deadlines.

## Personal Performance and Effectiveness

* Demonstrates an understanding of how their skills and knowledge can contribute positively to the efficient delivery of services to the team and citizen.
* Demonstrates the ability to work effectively with a variety of colleagues and stakeholders.
* Demonstrates the ability to maintain consistent effort when working to deadlines and can demonstrate resilience when setbacks are encountered.
* Demonstrates high levels of initiative, can take ownership of assigned tasks and is self-motivated and self-sufficient.

# Appendix 1

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| Shortlisting Scoring Guidelines |
| **INSUFFICIENT TO LIMITED EVIDENCE** | **MODERATE TO GOOD EVIDENCE** | **VERY GOOD EVIDENCE** |
| **1-4** | **5-7** | **8-10** |
| The example provided limited evidence of personal contribution. | The example provided some evidence of personal contribution. | The example provided clear and strong evidence of personal contribution in the examples provided. |
| The example provided insufficient evidence of sufficient breadth and depth of experience. | The example provided good evidence of sufficient breadth and depth of experience. | The example provided clear and strong evidence of sufficient breadth and depth of experience. |
| The example failed to demonstrate evidence of some of the key indicators of effective performance highlighted in the competency description. | The example demonstrated good to very good evidence of almost all of the key indicators of effective performance highlighted in the competency description. | The example demonstrates very good to strong evidence of all of the indicators of effective performance highlighted in the competency description. |
| The evidence from the example demonstrates limited understanding of the challenges facing the applicant in the role applied for.  | The evidence from the example demonstrates some good understanding of the challenges facing the applicant in the role applied for. | The evidence from the example demonstrates very good to strong understanding of the challenges facing the applicant in the role applied for.  |