



Support and Development Officer – Fixed Term Contract

JOB DESCRIPTION

POST	Support and Development Officer
REPORTING TO	Head of Sectoral Programme and Support Team, Education and Training
CONTRACT LENGTH	Fixed term 3 Year Contract
JOB PURPOSE	To ensure the successful implementation of high-quality projects and activities in the Erasmus+ programme (and other programmes). Promoting the value and potential of international working to client groups and supporting the development of project ideas responding to their needs. Project assessment, administration and evaluation of reports in the fields of Education and Training.
PAY GRADE	Equivalent to Executive Officer PPC Grade; €31,684
APPLICATION DEADLINE	5pm Friday 15 th July 2022

Léargas manages national and international exchange programmes in adult education, school education, vocational education and training, youth and volunteering, including DiscoverEU. These activities connect people in different communities and countries and bring an international dimension to the work of organisations across Ireland. We are the National Agency for the Erasmus+ and European Solidarity Corps programmes of the European Union across the sectors mentioned above. We are a company limited by guarantee and a registered charity. We are under the aegis of the Department of Further and Higher Education, Research, Innovation and Science

We have built a national and international reputation for effectively managing significant levels of funding to support European collaboration and exchange. We have also built a reputation for a friendly and supportive approach to programme applicants and beneficiaries.

We are now recruiting for an enthusiastic and driven person to join the team in Léargas as a Support and Development Officer. This is an exciting opportunity for the right candidate to progress their career working in intercultural partnership for education and training.

Key Responsibilities

- Implement Léargas and Erasmus+ programme strategic objectives in the context of projects.
- Liaise with colleagues to support the development and implementation of high-quality projects, including partnership projects.
- Using new and available IT tools and resources, process information and partnership funding applications, reports and evaluations.
- Support the team in the processing of project applications and reports in Erasmus+, ensuring they are objectively evaluated according to relevant criteria and timelines. Liaise with colleagues, evaluators and beneficiaries, in line with National Agency guidelines and rules.
- Support and monitoring of beneficiaries via new and existing methods online and in-situ.
- Represent Léargas and engage with stakeholders, assisting them in achieving their objectives.
- Coordinate and support the delivery of events and workshops.
- Support the implementation of transnational training activities and contact seminars for existing/potential Erasmus+ participants.
- Identify connection between policy and practice in the different Erasmus+ Key actions and fields.

Person Specification

- Key Qualifications and/or demonstrated experience in relevant subject area or field(s) e.g., education, vocational education and training, adult education etc.
- Excellent administration and project management/organisational skills.
- Excellent IT skills with a passion for seeking out new and innovative ways to manage processes and administration online. Ability to work on one's own initiative.
- Analytical skills and ability to make objective judgements and clear recommendations based on content and criteria.
- Exceptional interpersonal and communication skills including presentation skills.
- Understanding and experience of international working and/or intercultural teams.
- Some experience and understanding of funding applications and/or project development in the youth, voluntary, education, training or sport sectors is desirable though not essential.
- Experience in facilitation, preferably in the education and training sectors, and online, an advantage though not essential.
- Ability to be flexible and fit within a team that has a strong values-based approach to work.
- Ability to work to concrete deadlines, meet targets and work independently and interdependently in a high functioning environment.
- Strong problem-solving skills and the ability to manage complexity and diversity while prioritising competing demands.
- Excellent writing and reporting skills.



competencies required

- Personal effectiveness
- Communication
- Organisation and planning
- Analytical and conceptual thinking
- Critical analysis
- Interpersonal understanding

General requirements of all Léargas staff

We expect our people to show leadership, exceptional organisational and planning skills, and to be analytical and conceptual thinkers with excellent IT, networking and influencing skills. We expect excellent interpersonal and communication skills, including presentation skills, combined with an ability to fit within a team that works to support the vision and mission of Léargas.

Application process

Send your **expression of interest and concise CV** to recruit@leargas.ie to reach us no later than **5pm on Friday 15th July 2022**. Interviews to take place week commencing **18th July 2022**.

We work 35 hours per week in a flexible environment. We operate a hybrid work arrangement with staff attending some days in the office and some working from home.

Léargas is an equal opportunities employer and welcomes applications from people with disabilities.