



JOB DESCRIPTION - National Correspondent Youth Wiki, Léargas

2 Year Fixed Term Contract

POST	National Correspondent, Youth Wiki, Léargas
REPORTING TO	Manager, Strategic Initiatives Team
JOB PURPOSE	The role of the National Correspondent is to contribute to the development, update and promotion of the Youth Wiki platform
PAY GRADE	Equivalent to Civil Service – Higher Executive Officer (PPC) €50,345
CONTRACT LENGTH	2 Year Fixed Term Contract 1/4/22 – 31/3/24

Léargas manages national and international exchange programmes in adult education, school education, vocational education and training, youth and volunteering. 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 work 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 National Correspondent Youth Wiki. This is an exciting opportunity for the right candidate to progress their career working in a European programme and in synergy with other programmes of Léargas.

The main objective of Youth Wiki is to provide the involved countries, the Commission and other stakeholders with regular, updated information of youth policies and on the situation of young people in Europe by providing comparable, easy to access information by country and by theme. Ultimately, the information will lead to supporting policy actions and cooperation in the field of youth within the European Union.

Key Responsibilities

Working within the Youth Wiki National Correspondents Network across Europe to develop the platform. The skills required of National Correspondents are varied and complementary. Correspondents should be very familiar with national youth policies and should be experts in information management and communication, including the ability to communicate in English. National Correspondents are also responsible for promoting the Youth Wiki platform at national level. The role of the National Correspondent will be:

- Updating all existing chapters on the Youth Wiki platform. This includes updates related to changes in policy at national level
- Developing and maintaining an expert network of contributors
- Contributing to the development of thematic comparative maps on the platform as well as Youth Reports
- Actively participating in meetings at European level with other National Correspondents and the European Commission
- Creation and implementation of a promotion strategy nationally
- Liaising with key stakeholders including governments departments
- Working in a highly collaborative way with other European programmes within Léargas
- Any other tasks assigned by the Manager.

Person Specification

Essential skills, experience and qualifications required:

- Previous experience in a similar or related area
- Knowledge and understanding of youth policy at national and European level
- Excellent writing skills (web and publication)
- Excellent communication skills to promote Youth Wiki nationally
- Demonstrable experience in stakeholder engagement/promotion/marketing
- Ability to deliver complex information in plain English
- Attention to detail and ability to adhere to strict reporting and budgetary requirements
- Ability to work independently and interdependently.

Desirable skills:

- Qualification in a relevant discipline - youth work, education, research, policy etc.
- Experience in producing content to publication standard
- Proven track record of implementing a promotional strategy
- Ability to gather and analyse relevant data and quantitative information.

Key Competences:

- Leadership
- Judgement, analysis and decision making
- Management and delivery of results
- Interpersonal and communication skills
- Drive and commitment to public sector, European and Léargas values

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.

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