

Support and Development Officer

JOB DESCRIPTION

POST	Support and Development Officer
REPORTING TO	Manager, Programme Support and Development Team, Léargas
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 and evaluation of reports across the fields of Education, Training and Youth.
PAY GRADE	Equivalent to Executive Officer PPC Grade; €31,384
APPLICATION DEADLINE	5pm on Wednesday 3 November 2021

Léargas manage national and international exchange programmes in adult education and schools, vocational education and training, and 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 Erasmus+ in Adult Education, School Education, VET and Youth.

We have built a national and international reputation for effectively managing significant levels of funding to support international 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, training, and youth.

Roles and Responsibilities

- Implement Léargas and Programme specific strategic objectives in the context of the Programme Support and Development (PSD) team's work.
- Liaise with colleagues across PSD and other teams to support implementation of high-quality projects through the provision of information and training supports to potential and actual beneficiaries.
- To ensure all project evaluations and reports in all Erasmus+ key actions and fields are objectively evaluated according to relevant criteria and timelines.
- To implement a comprehensive approach and supporting processes to encourage applicants to develop sustainable strategic activities with a view to Mobility activities.
- Represent Léargas and engage with stakeholders across all Erasmus+ key actions and fields, to assist them in achieving their objectives.
- Identify connection between policy and practice in the different Erasmus+ Key Actions and fields.
- Implement Transnational training activities, support and contact seminars of potential Programme participants.

Person Specification

- Qualifications in relevant subject area or field(s) e.g. voluntary sector, community organisations, civil society, adult education, youth work, education, vocational education and training.
- Experience in the area of education and training.
- Experience in facilitation, preferably in the voluntary sector or the education, training, or youth sectors. Experience of online and virtual training development and delivery an advantage.
- Some experience and understanding of funding applications and/or project development in the voluntary sector or education, training or youth sectors is desirable though not essential.
- Exceptional interpersonal and communication skills including presentation skills.
- Understanding and experience of international working and/or intercultural teams.
- 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.
- Excellent analytical and evaluation skills and ability to make objective judgements and clear recommendations based on content and criteria.
- Strong problem-solving skills and the ability to manage complexity and diversity while prioritising competing demands.
- Excellent writing and reporting skills.
- Excellent IT skills with a passion for seeking out new and innovative ways to communicate and train online.

Key competencies required

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

Application process

Applications in writing to include CV and concise letter of motivation to recruit@leargas.ie to reach us no later than 5pm on Wednesday 3 November 2021. Interviews will be held week commencing 8 November 2021.

We work 35 hours per week in a flexible environment. Position is based in Dublin and requires national and international travel. We will be implementing a blended working arrangement on a pilot basis from November 2021.