

Senior Support and Development Officer

JOB DESCRIPTION

POST	Senior Support and Development Officer – Full Time Permanent Role
REPORTING TO	Manager, Programmes Support and Development Team
JOB PURPOSE	To ensure the successful implementation of the Erasmus+ programme. Support the implementation of the Léargas Strategic Plan through European cooperation and foster opportunities for the discussion of Policy. Promote the value and potential of international working to client groups and support the development of project ideas that respond to their needs. To develop, implement and manage the promotion, selection, reporting, evaluation and dissemination elements of the relevant programme life cycles.
PAY GRADE	Equivalent to Civil Service HEO STANDARD SCALE (PPC) €49, 845

Léargas manage national and international exchange programmes in education, youth and community work, and vocational education and training. These exchanges 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, and the European Solidarity Corps (volunteering and solidarity). Léargas is a not-for-profit organisation (CHY 8317), wholly owned by the Department of Further and Higher Education, Research, Innovation and Science

Roles and Responsibilities:

- Be a lead staff member in Léargas overseeing the promotion, selection, reporting, evaluation, and dissemination of the new Erasmus+ programme actions 2021.
- Act as the key liaison with management on key sector areas, including Adult Education, reporting on progress against targets.
- Work flexibly with colleagues to identify strategic opportunities, facilitate high performance and lead by example.
- Apply appropriate systems / processes to enable quality checking of all activities and outputs.
- Take responsibility and be accountable for the delivery of agreed objectives.
- Keep up to date with Policy developments and research at National and European level, especially in the areas of further education and training, community education and adult education amongst others.
- Engage with and contribute to relevant policy initiatives and consultations, through quality evidence-based practice.
- Liaise with colleagues working on calls and provide guidance to them in meeting targets and deadlines. Participate in the evaluation, selection, and notification process.
- Build and maintain effective strategic relationships with relevant organisations in the statutory, voluntary and community sectors to drive quality applications to Erasmus+ programme.
- Lead on initiatives that support and enhance links between practice and policy and overall quality provision.
- Provide ongoing support and guidance to strategic stakeholders, policy makers and project beneficiaries through the delivery of external facing meetings, seminars, and other events.
- Contribute to organisational learning through sharing of information and experience with colleagues.
- Lead cross-team initiatives and clusters relating to programme needs, to bring about innovation and development.
- Take personal responsibility for your personal and professional learning and development including active involvement in the Léargas Performance Management and Development System.

Person Specification

- At least two years' experience of leading a team and/or a programme area within a fast-paced work environment.
- Knowledge and experience of the community sector and/or community education in Ireland including knowledge of policy development in this field at National and European level.
- Qualification(s) in relevant subject area or field(s) (e.g., adult education, youth work, education, VET).
- Experience in training and facilitation in the fields of education, training or youth is essential.
- Understanding of formal and non-formal learning and a strong working knowledge of the application of both is preferable.
- Excellent interpersonal and communication skills including presentation and group facilitation skills.
- Experience of managing significant budgets and/or grant funding.
- Ability to work to concrete deadlines and meet targets.
- Ability to work independently and interdependently in a high functioning, values-based team.
- Ability to delegate and identify areas for improvement. Develop practical suggestions for their implementation.
- Experience working in an international and intercultural environment.
- Demonstrate high levels of problem-solving skills and can manage complexity and diversity while prioritising competing demands.
- Flexible and willing to adapt, positively contributing to the implementation of change.
- Ability to build strategic links with a broad spectrum of organisations.
- Demonstrate in depth understanding and working knowledge of project management and evidence of its practice.
- Exceptional analytical and evaluation skills, ability to make clear judgements and recommendations based on content and criteria.
- Excellent writing and reporting and IT skills.

Key competencies required

- Personal effectiveness
- Leadership
- Organisation and planning
- Analytical and conceptual thinking
- Critical analysis
- Networking and influencing
- 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 **CV and expression of interest** to recruit@leargas.ie to reach us no later than **5pm on 29 September 2021**. Interviews will take place week commencing 4 October 2021.

We work 35 hours per week in a flexible environment and will be implementing a blended weekly work arrangement (home/office) later in 2021.

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