



Senior Policy Officer

JOB DESCRIPTION

POST	Senior Policy Officer
REPORTING TO	Head of Strategic Engagement & Communications
JOB PURPOSE	<p>To support Léargas to achieve its operational and strategic vision through the successful implementation of the programmes we deliver.</p> <p>The role of the Senior Policy Officer is to identify relevant policy areas and create synergies for Léargas and its Programmes with relevant Government and European policy submissions.</p> <p>The Senior Policy Officer is also tasked with fulfilling the National Correspondent role for the Youth Wiki platform.</p>
SALARY	<p>Léargas utilises Civil Service Pay Scales</p> <p>Appointment refers to HEO PPC - successful candidate commences strictly at point 1 €57,122</p>
APPLICATION DEADLINE	5pm on 6th Nov 2024

Léargas manage national and international exchange programmes in adult education and schools, vocational education and training, and youth, volunteering and sport. 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, Youth and Sport, and the European Solidarity Corps (volunteering and solidarity). We have built a national and international reputation for effectively managing significant levels of funding to support international collaboration.

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

Key Responsibilities

- Stay informed on national policy developments, identifying opportunities to contribute to policy development.
- Ensure that our policy outputs are accurate, well-researched and aligned with the latest developments.
- Collaborate with sectoral teams across Léargas to draft and submit contributions to policy areas.
- Coordinate the timely collection of responses to Government Department requests and Parliamentary Questions, often under tight deadlines.



- Regularly update Youth Wiki chapters with national developments in policy and youth initiatives.
- Prepare and provide national data and insights for the Youth Wiki network, including contributions to thematic reports and comparative analyses.
- Build and maintain a network of contributors to support policy development and research efforts.
- Coordinate national promotional efforts for Youth Wiki and Léargas programs.
- Oversee the Léargas Research Panel, working with sectoral teams to integrate research findings into policy proposals.
- Provide support to the Strategic Engagement Officers (currently Languages and Inclusion).
- Develop and maintain relationships with key stakeholders across relevant policy area and particularly across the youth sector.
- Represent Léargas at events, conferences, and in various partnerships to enhance visibility and foster collaborations.

Person Specification

Qualifications and Experience:

- A degree or equivalent qualification / commensurate experience in social policy or a related discipline
- Minimum of 2 years of experience in a policy development or research role.
- Proven ability to independently plan, conduct, and produce high-quality research and policy documents.
- Demonstrated expertise in effective project management.
- Strong ability to research and interpret policy at both national and European levels.
- Extensive experience in engaging with and contributing to policy discussions.
- Exceptional writing skills, with the ability to communicate complex ideas clearly and concisely.
- Skilled communicator and presenter, adept at promoting programmes like Youth Wiki and Léargas on a national level.
- Proven experience in stakeholder engagement and promotion.
- Ability to convey complex information in accessible, plain language.
- Adaptability and flexibility to manage changing priorities and reprioritize tasks as necessary.
- Excellent IT and digital proficiency, using technology to enhance efficiency within the role, team, and organisation.

Key competencies required.

- Team Leadership
- Personal effectiveness
- Specialist knowledge, expertise and self-development
- Judgement, Analysis and decision making
- Delivery of results
- Interpersonal and communication skills
- Drive and commitment to 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 digital, IT, networking and influencing skills. We expect our people to work collaboratively within and across teams, and to have 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

Submit your expression of interest (max 350 words) and a concise letter of motivation by 5 pm on Wed 6th Nov 2024.

In your letter of motivation, using the Public Service Competency model for HEO, please detail your experience under each listed competency, and demonstrate how these will support your delivery of objectives in this role.

A panel of successful candidates may be formed following interviews, and candidates placed on the panel may be considered for future vacancies. Should a work permit be required for employment in Ireland, candidates must bring this to Léargas' attention and obtain the necessary documentation.

Working Conditions

- **Location:** Dublin, with some national and international travel required.
- **Hours:** 35 hours per week in a flexible work environment.
- **Hybrid Work Arrangement:** Combination of office, home, and on-site work. (2 days per week in office)
- **Benefits:**
 - Generous annual leave
 - Defined contribution pension scheme
 - Staff development and further education support
 - Flexible working
 - Paid sick leave scheme
 - Death in service benefit
 - Employee Assistance Programme

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