



Projects and Administration Officer – Education and Training Development Team

1 Year Fixed Term Contract

POST	Projects and Administration Officer – 1-year Fixed Term Contract
REPORTING TO	Head of Sectoral Programmes – Education and Training
JOB PURPOSE	To support the development and implementation of the EPALE adult learning initiative in Ireland. To support the implementation of the Erasmus+ programme in Ireland.
PAY GRADE	Léargas utilises civil service pay scales. Appointment refers to Executive Officer grade and salary offer is at point 1 - € 36,544
APPLICATION DEADLINE	5pm on 29 th November 2024.

Léargas manages international and national 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. Léargas is a not-for-profit organisation (CHY 8317), under the remit 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 Projects and Administration Officer on the Education and Training Development Team

Role and Responsibilities

- Implement Léargas strategic objectives in the context of the Erasmus+ programme and the EPALÉ adult learning programme.
- Liaise with colleagues to support the processing and management of Erasmus+ mobility projects in the Education and Training sectors.
- Using the required EU IT tools and resources, process information, grant applications, reports and evaluations. Ensure the smooth progression of applications through the system.
- Liaise with Education and Training Development team members, other Léargas staff, project evaluators and project beneficiaries to provide timely information and responses, in line with National Agency guidelines and rules.
- Ensure the continuous monitoring and delivery of the EPALÉ project. Administer financial payments, record expenditure, and maintain files accurately.
- Deliver logistics and administration for events for Erasmus+ and EPALÉ.



- Document and update relevant operational procedures. Carry out administrative and clerical duties such as general administration and responding to emails.
- Any other duties as required by the Head of the Education and Training Development Team.

Person Specification

- Qualifications or significant experience in a relevant subject area or field(s) e.g., high level administration or project management.
- Excellent organisational and IT skills and experience in developing processes and systems to effectively manage resources and projects.
- Experience in finance and payments an advantage.
- Ability to work to concrete deadlines, meet targets and work independently and interdependently.
- Understanding and/or interest in international working and/or intercultural teams desirable.
- Ability to be flexible and fit within a team that has a strong values-based approach to work.
- Strong problem-solving skills and the ability to manage complexity and diversity while prioritising competing demands.
- Interest or experience in Education and Training, including Community and Adult Education, desirable though not essential.

Key competences

- Analysis/problem solving.
- Personal effectiveness.
- Managing for results/results oriented.
- Openness to change.
- Organisation, planning and attention to detail.
- Innovation.

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 29th November 2024**.

On conclusion of this competition a panel of successful candidates may be formed. Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may be considered for subsequent approved vacancies over the next 18 months.

We work 35 hours per week in a flexible environment. The position is based in Dublin and will require national and international travel. We operate a hybrid weekly work arrangement with staff working between office and home. Other benefits of working in Léargas include:



- Generous annual leave
- Defined contribution pension scheme
- Staff development and further education support
- Flexible working schemes
- Paid sick leave scheme
- Death in service benefit
- Employee Assistance Programme

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