

Leargas: Head of Corporate Services **(<https://www.activelink.ie/node/108973>)**



Head of Corporate Services

Reporting to: Executive Director, Léargas

Job Purpose

To Provide High Quality Corporate Support To All Areas Of The Organisation. To Support The Senior Leadership Team In Developing The Vision, Setting And Delivery Of The Strategic Plan Across Léargas. To Lead The Strategic Development Of Our Corporate Services Across Léargas Activities, Ensuring The Highest Levels Of Professional Practice And Performance. This Portfolio Includes Oversight Of Finance, Hr, Procurement, It, Governance And Business Planning And Development.

To Ensure Compliance With All All Legal And Regulatory Requirements And The Effective Use Of The Financial Resources Available To The Organisation As Required By Our Core Funders.

Pay Grade

Léargas utilises civil service pay scales:

Appointment equivalent to Assistant Principal Higher –**successful candidate commences strictly at Point 1; €85,100**

Léargas is responsible for developing and implementing national and international exchange programmes across the sectors of adult education, school education and early years, vocational education and training, sport, youth and volunteering. These activities connect people in different communities and countries and bring an international dimension to 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, and we are the National Support Office for the Electronic Platform for Adult Learning in Europe (EPALE), in Ireland. We are a company limited by guarantee and a registered charity (CHY 8317).

We have built a national and international reputation for effectively managing significant funding to support European collaboration and exchange.

We are now recruiting for an enthusiastic and driven person to join the Management team in Léargas and to lead our Corporate Services Team. This is an exciting opportunity for the right candidate to progress their career working in intercultural partnerships within European programmes.

Role and Responsibilities The responsibilities of the Head of Corporate Services as outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of Léargas. The Head of Corporate Services will lead their team and portfolio of services as well as provide strategic leadership to the organisation covering the full range of corporate governance, support to Finance, Audit and Risk Committee (FARC) and Board and facilitating capacity building and collaborative partnerships with stakeholders including internal teams and the government departments.

Please see full Job Description attached below.

Application Process

Send your expression of interest and concise CV to recruit@leargas.ie (<mailto:recruit@leargas.ie>) no later than **5pm on 12th July 2024**. Interviews to take place the week commencing 22nd July 2024.

On conclusion of the competition, a panel may be formed for a period of 18 months. Panel candidates may be considered for shortlisting for **similar** vacancies should they arise.

We work 35 hours per week in a flexible environment. The position is based in Dublin and may require national and international travel. We operate a hybrid weekly work arrangement with staff attending some days in the office and some working from home.

Should a work permit or similar be required to work in Ireland, the successful candidate must bring this to Léargas' attention and obtain the necessary documents.

Léargas Employee benefits include hybrid working, generous annual leave with the opportunity to earn additional time off in lieu, pension scheme on completion of probation, Employee Assistance Programme, and Illness benefit.

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

Region

Dublin / Hybrid

Date Entered/Updated

17th Jun, 2024

Expiry Date

12th Jul, 2024

Attachment	Size
<u>2024 Head of Corporate Services .pdf</u>	174.68 KB

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