

Meath Partnership: Education & Training Projects Officer **(<https://www.activelink.ie/node/109734>)**



Exciting Career Opportunity At Meath Partnership

Education & Training Projects Officer **(Full-time, Fixed-Term Contract)**

The Position

The successful candidate will ensure the successful delivery of multiple, concurrent education and projects, including the management of Erasmus+ Projects. The post requires the ability to develop bespoke education materials, deliver community training and develop meaningful relationships with learners and stakeholders.

This position offers an exciting opportunity to contribute to local community development while enhancing social inclusion and civic participation. If you are passionate about community education, we encourage you to apply.

Key Accountabilities

Reporting to the Chief Operating Officer, the Education & Training Projects Officer will be directly responsible for the following duties:

- **Project Management:**
 - Implementing project plans including project scope definition, work break-down, resource planning, schedule development, budgeting and reporting requirements;
- **Research and Development:**
 - Conduct research and development activities in alignment with project proposals and contracts, identifying best practices at local, regional, and national levels.
 - Create new, customised training materials, such as workbooks, to support community development, focusing on integration, inclusion, climate action, and sustainability.
 - Assist in developing curricula for practitioners and learners in the education sector across Europe.
- **Training Delivery:**
 - Organise education and training sessions for various community target groups, ensuring alignment with the organisation's project aims and objectives.
 - Deliver interactive training courses to community groups throughout County Meath.
 - Prepare training reports highlighting quality measures taken and impact achieved.
- **Partnership Building:**
 - Participate in partner meetings for projects both nationally and internationally to support project development.
 - Represent the organisation at regional and national partner meetings to highlight engagement opportunities.
 - Support partner organisations in successfully implementing their projects through training and monthly meetings (both bilateral and team).
 - Facilitate stakeholder network meetings.
- **Communication and Outreach:**
 - Manage social media accounts and profiles for each project, documenting promotional activities.
 - Actively promote project outputs across relevant networks.
 - Use various communication approaches to detail the projects' development and progress.

This job description is intended to outline the key accountabilities and responsibilities attaching to this position. It is not

intended to be an exhaustive list of all duties, responsibilities or activities to be attended to. A flexible approach to programme or company related tasks which may arise and which are not specifically detailed in this job description will be required.

Educational Qualification or Professional Attainment

- Possession of an educational or professional qualification relevant to Community Development, Pedagogy, Further Education, and/or Project Management.

Essential Knowledge and Experience

- Prior professional experience in project development and delivery, including working in project teams and achieving team objectives.
- Skilled in organising, creating, and managing events that support project development and progression.
- Demonstrated ability to identify opportunities for collaboration and partnership development.
- Strong interpersonal and communication skills (both oral and written).
- Excellent organisational and time-management skills, with experience working in a fast-paced environment and meeting monthly deadlines. Self-motivated, capable of independently organising and delivering on comprehensive work plans and objectives.
- High levels of accuracy and veracity, with evidence of being precise, accurate, and detail-oriented.
- IT literate in CRM systems and Microsoft Office.
- Solution-oriented, results-driven, and dynamic in approaching the role.

Desirable Skills, Abilities and Experience

- 2 years' experience in community development/education practice/project management at a professional level.
- Experience in curriculum development (non-accreditation level is sufficient).
- Previous experience in delivering training directly.
- Ability to research across a range of thematic areas and create innovative learning materials and resources for specified clients and target groups.
- Skilled in managing project work efficiently, adhering to timelines, reporting requirements, and budget constraints.
- Understanding of Monitoring and Evaluation tools and principles.
- Ability to interpret and execute operational plans and organisational policies.
- Experience in the management of sensitive data and confidential information.
- Capable of absorbing, analysing, and evaluating data and information from diverse sources.
- Strong commitment to the values of community participation, social inclusion, and diversity.
- Possess knowledge and understanding of the Erasmus+ Programme 2021-2027 and other services offered by Meath Partnership.
- Additional EU languages are an asset.

Terms of Employment

One full-time, fixed-term position is available, working 37.5 hours per week.

The nature of the work will require working some unsocial hours i.e. evenings and weekends. A full driving licence and access to own transport is essential due to the outreach services associated with the position. EU travel will be also be required in the execution of the role. This post may be subject to Garda Vetting in line with Meath Partnerships policy.

Duration

This is a fixed-term, 12 month contract, concluding on the 31st August 2025. Any extension to the contract of employment will be subject to the availability of funding and continuation of project services.

Location

Successful candidates will be based in Meath Partnerships Head Offices, located at Units J & K Kells Business Park, Cavan Road, Kells, County Meath.

Meath Partnership is committed to ensuring a satisfactory work-life balance for its employees, as such, both hybrid-working and flexi-time arrangements will apply to this position.

Salary

The salary range on offer is €37,000.00 - €40,000.00 per annum, commensurate with experience.

Leave

The annual leave entitlement is twenty (20) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is additional to the annual leave entitlement detailed above.

Application Process

To apply, please submit the following to info@meathpartnership.ie (<mailto:info@meathpartnership.ie>):

- A brief cover letter including personal statement demonstrating how you meet the above mentioned requirements for the position (no more than 500 words) which must communicate your relevant experience
- A curriculum vitae summarising your qualifications and work experience to date.

Applications should be clearly marked "Education & Training Projects Officer".

Applicants will be shortlisted on the basis of information provided in their application.

Closing Date:

The closing date for applications is 5pm on Tuesday, 13th August 2024. Late applications will not be considered.

Meath Partnership is an equal opportunities employer. We are an organisation that embraces diversity and inclusion. We welcome applicants from diverse backgrounds and encourage these individuals to bring their experiences and perspectives to Meath Partnership. All information will be held in line with Meath Partnerships GDPR policies.

Region

Kells, Co Meath / Hybrid

Date Entered/Updated

23rd Jul, 2024

Expiry Date

13th Aug, 2024

Attachment

[EDUCATION AND TRAINING PROJECT
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