

Léargas: Projects and Administration Officer x 3 **(<https://www.activelink.ie/node/114796>)**



Projects and Administration Officer (3 Roles)

Education and Training / Youth, Sport and ESC.

3 Year Fixed Term Contract

POST: Projects and Administration Officer x 3 (3-year Fixed Term Contract)
1 x Immediate start; 2 x July 2025 start

REPORTING TO: Heads of Sectoral Programmes – Education and Training /Youth, Sport and ESC

JOB PURPOSE:

- To support Léargas to achieve its strategic and operational vision through the successful implementation of programmes we deliver.
- To maximise the added value of European programmes we deliver through exchange, cooperation, and building programmes between organisations and groups in Ireland and internationally

PAY GRADE: Léargas utilises civil service pay scales. Appointment refers to Executive Officer grade and salary offer is at point 1 €37,544

APPLICATION DEADLINE: 5pm on 18th April 2025. In-person Interviews to take place on 28th April 2025

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 other EU initiatives 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 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 three enthusiastic and driven people to join the team in Léargas as Projects and Administration Officers. This is an exciting opportunity for the right candidates to progress their career working on education project development in a European context.

Role and Responsibilities

- Implement Léargas strategic objectives in the context of the Erasmus+ programme.
- Provide key administrative support to ensure accurate processing, administration and management of Erasmus+ and European Solidarity Corps projects.
- Use the required EU IT tools and administrative systems to process information, grant applications, reports and evaluations.
- Ensure smooth tracking, progression of applications and reports through the system.
- Liaise with team members, other Léargas staff, project evaluators and project beneficiaries to provide timely

- information and responses, in line with National Agency guidelines and rules.
- Deliver logistics and administration for events for Erasmus+ and ESC programmes e.g. Project Management Days.
 - Prepare financial payments, record expenditure, and maintain files accurately.
 - 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.

Person Specification

- Qualifications or significant experience in a relevant subject area or field(s) e.g., high level administration, business or project management.
- Excellent organisational and IT skills and experience in developing processes and systems to effectively manage resources and projects.
- Strong proficiency in Microsoft Office suite e.g. Word, Excel, PowerPoint and an interest in new IT tools, digital innovations and solutions.
- CRM or similar system knowledge an advantage
- Ability to work to concrete deadlines, meet targets, collaborate with team members and work independently and interdependently, demonstrating high standards of accuracy and attention to detail.
- Understanding and/or interest in international working and/or intercultural teams is 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 working in a value-based organisation is desirable though not essential.

Key capabilities

- Building Future Readiness
- Leading and Empowering
- Evidence Informed Delivery
- Communication and Collaboration

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 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 (<mailto:recruit@leargas.ie>) to reach us no later than 5pm on 18th April 2025. Interviews to take place on 28th April 2025.**

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:

1. Generous annual leave
2. Defined contribution pension scheme
3. Staff development and further education support
4. Flexible working schemes
5. Paid sick leave scheme
6. Death in service benefit
7. Employee Assistance Programme

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

Region
Dublin

Date Entered/Updated

31st Mar, 2025

Expiry Date

18th Apr, 2025

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