

Manager – Strategic Initiatives Team

JOB DESCRIPTION

POST	Manager – Strategic Initiatives Team
REPORTING TO	Executive Director, Léargas
JOB PURPOSE	Ensure the effective and efficient implementation of the strategic initiatives and other Léargas managed programmes in education, youth and community work Research and monitor initiatives at National and European level with a view to identifying potential new areas of activity for Léargas
PAY GRADE	Equivalent to Civil Service Assistant Principal Officer (Higher) starting at €67,434, <i>per annum</i>

Roles and Responsibilities

- Effectively manage the *EPALE, eTwinning, Eurodesk, IAESTE, ECVET and Language* programmes ensuring project teams are developing and implementing a strategic approach to their area of responsibility and activity
- Build and maintain strategic relationships with the relevant Central Support Service and with the European Commission’s Education and Culture Executive Agency
- Contribute to the development and implementation of the Léargas Board of Director’s strategic planning process and the annual planning and reporting process, including, where appropriate, consultation with the National Authorities and the European Commission
- Build strategic networks of relationships with individuals and organisations in target sectors
- Identify key audiences to increase awareness, understanding and recognition of the potential contribution of international collaboration in developing people, organisations and systems
- Demonstrate Léargas citizenship behaviours in your work, particularly by assisting in the assessment of applications to Erasmus + and in the assessment of reports from completed Erasmus+ projects
- Effectively manage the financial resources delegated to the unit
- Lead, manage, coach and develop a team of staff to meet the requirements of their current responsibilities and likely future challenges
- Contribute to the development of the organisation as a whole through active participation in the management team
- Contribute to organisational learning through sharing of information and experience with colleagues by participating in, or leading, cluster groups on themes consistent with your own knowledge and experience;
- assisting in studies or research being undertaken on themes relevant to the impact of the Erasmus+ programme in Ireland or on the effectiveness of the management of the programme by Léargas
- Take personal responsibility for your personal and professional learning and development including active involvement in the Léargas Performance Management and Development System
- Any other task which may be assigned to you by the Executive Director

Person Specification

- Qualification in relevant subject area (adult education, youth work, VET)
- Demonstrable knowledge of policy developments and practice in the subject areas above
- Proven experience in managing significant budgets
- Excellent interpersonal effectiveness and communication skills
- Proven experience in leading, managing and developing people
- Ability to think strategically
- Strong customer focus and commitment to quality results

Key competencies required

- Personal effectiveness
- Leadership
- Relationship management
- Planning and managing resources
- Managing and developing people
- Analysis/problem solving
- Commitment to quality results