Senior Communications Officer – Impact Research
JOB DESCRIPTION

POST	Senior Communications Officer – Impact Research, Léargas
REPORTING TO	Communications Manager, Léargas
JOB PURPOSE	Coordinate and carry out programme impact research and disseminate results to a range of audiences Support and contribute to the work of the Communications Team
PAY GRADE	Equivalent to Civil Service HEO STANDARD SCALE – PPC, starting at €46,081 *per annum*

Roles and Responsibilities

- Be the primary point of contact in Léargas for programme impact research
- Ensure performance targets are set for both Léargas and participants regarding programme and project outcomes
- Develop processes to capture and report on the impact of programmes on participants, sectors and policy
- Work with colleagues in Léargas to ensure that research outcomes inform organisational strategy and inputs to policy formation in relevant fields
- In partnership with Léargas teams, devise and project-manage the roll out of various performance/impact tools to beneficiaries
- Be the Léargas expert on the Erasmus+ Project Results Platform
- Liaising with Léargas colleagues, identify, track and report on projects that may meet EU Commission requirements for good practice and success stories
- Monitor project progress and provide support and guidance to programme beneficiaries on impact and performance assessment
- Conduct appropriate research to gather, prepare and analyse data on applications and successful projects across all sectors
- Use applications data to determine potential future funding recipients within relevant sectors
- Work with colleagues on the Communications Team to gather, promote and disseminate information about Léargas and its programmes, including outcomes of the Impact Research work
- 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 or experience
- Take personal responsibility for your personal and professional learning and development including active involvement in the PMDS process
- Carry out other tasks as agreed with the Communications Manager

Person Specification

- Qualification(s) in relevant subject area or field(s)
- Demonstrable knowledge of a range of impact and engagement activities and techniques
- Proven expertise in quantitative and qualitative research and analysis
- Experience in using online and database technologies
- Project management experience
- Ability to work in a team and with different cohorts of people
- Excellent communication skills in:
    - writing for various media
    - presentation, facilitation and training
    - video
- Strong interpersonal skills

Key competencies required

- Personal effectiveness
- Facilitation and Leadership
- Networking and Influencing
- Critical analysis
    - Creativity and Innovation
    - Organisation

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