

Strategic Initiatives Officer - eTwinning

JOB DESCRIPTION

POST	Strategic Initiatives Officer - eTwinning
REPORTING TO	Strategic Initiatives Manager, Léargas
JOB PURPOSE	To effectively implement and administer the eTwinning project in the context of Erasmus+ and other Léargas Programmes
PAY GRADE	Equivalent to Executive Officer (Standard) PPC grade; €27,739

Roles and Responsibilities

- Promote the value and potential of international opportunities for educators and other stakeholders in school education
- Administer and implement the eTwinning work plan through information and training to educators and other stakeholders in school education and provide technical and pedagogical support to participating schools
- Carry out monitoring activities related to registrations and quality of projects to ensure effective implementation and to identify good practice
- Promote teacher professional development through the provision of national workshops and promotion of international workshops and seminars; identifying and selecting suitable candidates and the evaluation of beneficiary final reports
- Track all eTwinning project related expenditure
- Actively engage with networks at national and international level to ensure the promotion and dissemination of good practice including the effective coordination of the National eTwinning Ambassador Network
- Liaise and engage with the Central Support Service, European Commission, Executive Agency and National Authority (DES) through attendance at meetings, working groups, committee meetings etc.
- Contribute to the Web Portal and the European School Education Gateway to ensure effective implementation of eTwinning
- Promote the impact of Erasmus+ in Ireland through activities designed to allow projects share their outcomes, impact and learning outcomes at regional, national or international level
- Participate in organisational learning through sharing of information and experience with colleagues
- 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 Unit Manager or Executive Director

Person Specification

- Qualification in relevant subject area or field
- Demonstrate in-depth understanding of working in international and intercultural teams
- Knowledge of project management and evidence of its practice
- Ability to be flexible and fit within a team that has a strong values-based approach to work
- Can work to concrete deadlines, meet targets and work independently and interdependently in a high functioning environment
- Strong problem solving skills and the ability to manage complexity and diversity while prioritising competing demands
- Proficiency in a wide range of I.T. tools, computer packages, social media and blogging
- Background in online communities or e-learning would be of benefit
- Exceptional interpersonal and communication skills, including presentation and facilitation skills

Key competencies required

- Personal effectiveness
- Organisation and planning
- Networking and influencing
- Critical analysis
- Interpersonal understanding