



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 programme in the context of Erasmus+ and other Léargas Programmes
PAY GRADE	Equivalent to Executive Officer (Standard) PPC. The successful candidate will start at point 1 €30,884

Roles and Responsibilities

- Promote the value and potential of international opportunities for educators and other stakeholders within the field of school education
- Develop and implement a plan for wider integration of eTwinning across schools nationally
- Administer and fulfil the eTwinning work plan through information and training opportunities for educators and other stakeholders in school education (events and webinars)
- 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
- Track all eTwinning project related expenditure
- Actively engage with networks and stakeholder organisations at national and international level to ensure the promotion and dissemination of good practice including the effective coordination of the National eTwinning Ambassador Network & Teacher Training Institutions
- Liaise and engage with the Central Support Service, European Commission, Executive Agency and National Authority through attendance at meetings, working groups, committee meetings etc.
- Contribute to the social media presence of eTwinning Ireland through various platforms
- Promote the impact of Erasmus+ in Ireland through activities designed to allow beneficiaries 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 (minimum Level 6) in relevant subject area or field (e.g education, training, pedagogy, andragogy, online communities)
- Demonstrate in-depth understanding of the education setting in Ireland
- Experience 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 prioritizing 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
- Excellent interpersonal and communication skills, including presentation and facilitation skills

Key competencies required

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

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, including presentation skills, combined with an ability to fit within a team that works to support the vision and mission of Léargas.

Application process

Send your **CV and letter of motivation** to recruit@leargas.ie to reach us no later than **5pm on 18th November 2020**. Interviews will be held week commencing 23rd November 2020.

We work 35 hours per week in a flexible environment. This position is based in Dublin and requires national and international travel within Government guidelines.

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