

JOB DESCRIPTION - Programme Manager, Léargas

POST	Manager, Programmes Support and Development Team, Léargas
REPORTING TO	Executive Director
JOB PURPOSE	<p>To support Léargas to achieve its operational and strategic vision through the successful implementation of the programmes we deliver.</p> <p>To maximise the added value of European programmes through exchange, cooperation, learning opportunities and building programmes between organisations and groups in Ireland and internationally.</p>
PAY GRADE	Equivalent to Civil Service - Assistant Principal Officer (H) (PPC) €74,068

Léargas manages national and international exchange programmes in adult education, school education, vocational education and training, youth and volunteering. These activities connect people in different communities and countries and bring an international dimension to the work of 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. We are a company limited by guarantee and a registered charity. We work under the aegis of the Department of Education and Skills.

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 an enthusiastic and driven person to join the team in Léargas as Programme Manager. This is an exciting opportunity for the right candidate to progress their career working in intercultural partnership within European programmes for education, training, youth and volunteering.

Key Responsibilities

- Oversee the effective management of the European Solidarity Corps and Erasmus+ programmes in the fields of Adult Education, School Education, Vocational Education and Training, Volunteering and Youth. Ensure project teams are developing and implementing a strategic approach to their area of responsibility and activity.
- Ensure compliance with all public sector and European governance requirements as set out in National Agency guides, Public Sector Codes, Programme Guides and European Commission Decisions and other relevant documentation.

- Lead, manage, coach, and develop staff to maximise the contribution of the team as a whole and in adherence with Léargas HR policies and procedures.
- Build and maintain strategic relationships with the Department of Education and Skills, Department of Children and Youth Affairs, the European Commission's Education and Culture Executive Agency (DG EAC), as well as strategic stakeholders and European networks of National Agencies.
- Build and grow strategic networks and relationships with individuals, organisations and key stakeholders in the target sectors.
- Identify key audiences to increase awareness, understanding and recognition of the potential benefit of international collaboration in developing people, organisations and systems.
- Manage efficiently the financial resources delegated to the team both in terms of project allocations and operational costs.
- Support and assist with any transition and change for staff and beneficiaries which arise according to the operational needs of Léargas and the evolving nature of EU programmes.
- Actively contribute to the development of the organisation as a whole through participation in the management team.
- Actively contribute to the strategic mission of the organisation through regular reporting to the Executive Director and the Board of Directors and commitment to the Léargas Strategic statement.
- Actively contribute to strategic planning processes and the annual planning and reporting process, including consultation with the National Authorities and the European Commission.
- 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.
- Assist in studies or research being undertaken on themes relevant to the impact of the Erasmus+ and European Solidarity Corps programmes in Ireland, or on the effectiveness of the management of the programmes by Léargas.
- Take personal responsibility for your personal and professional learning and development including active involvement in the Léargas Performance Management and Development System.
- Demonstrate Léargas citizenship behaviours and values in your work.
- Any other task which may be assigned to you by the Executive Director.

Person Specification

Essential skills, experience and qualifications required:

- Qualification (degree or higher) in relevant subject area (education, training, youth work, or volunteering)
- Demonstrable knowledge of EU and National policy developments and practice within the scope and subject areas above
- Proven experience in managing budgets and prudent financial decision making
- Excellent interpersonal effectiveness and communication skills

- Proven experience in leading, managing, coaching and developing people in a high functioning professional environment (min 3 years)
- Ability to think strategically, and implement strategic and operational objectives to an excellent standard
- Proven experience of client focused networking and relationship management
- Proven experience of delivering results in accordance with a defined project management methodology.

Key Competences required:

- Leadership
- Judgement, analysis and decision making
- Management and delivery of results
- Interpersonal and communication skills
- Specialist knowledge, expertise and self-development
- Drive and commitment to public sector, European and Léargas values
- Networking and influencing.

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 08 July 2020**. Interviews will be held week commencing 13 July 2020.

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

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