



Strategic Initiatives Executive Officer JOB DESCRIPTION

POST	Strategic Initiatives Executive Officer
REPORTING TO	Strategic Initiatives Manager
JOB PURPOSE	<p>To ensure the successful implementation of an initiative/initiatives within the Strategic Initiatives Team. This team comprises initiatives such as eTwinning, IAESTE and Languages programmes (European Centre for Modern Languages, European Day of Languages and European Language Label).</p> <p>To promote the value and benefits of mobility and international collaboration both actual and virtual.</p> <p>To collaborate with Erasmus+ and other Léargas managed programmes across the fields of Education, Training and Youth.</p>
SALARY	Equivalent to Executive Officer (Standard) PPC grade: €29,026
APPLICATION DEADLINE	18 July 2018

Roles and Responsibilities

- Create and implement Léargas strategy plans in relation to specific initiatives and in response to National and European policy
- Assist with the achievement of goals set out for Léargas in the National and European Policy and Strategy Plans
- Represent Léargas at events (national and international) and engage with relevant stakeholders across relevant sectors
- Promote opportunities within all programmes of Léargas
- Coordinate training activities (seminars, conferences, etc.) for participants and potential programme participants
- Liaise with colleagues to support the implementation of high quality projects through the provision of information and training to potential and actual beneficiaries
- Contribute to organisational learning through sharing information and experience with colleagues
- Take responsibility for your personal and professional learning and development including active involvement in the Léargas Performance Management and Development System (PMDS)
- Other tasks which may be assigned by the manager including tasks outside of the Strategic Initiatives Teams remit.

Person Specification

- Qualification(s) or experience in relevant subject area or field(s), *e.g.* education, youth work, project management, linguistics, ICT *etc.*
- Experience in training and facilitation in the fields of education, training or youth
- Previous experience in project management would be an advantage
- Exceptional interpersonal and communication skills including presentation and group facilitation skills
- An in-depth understanding of working in international and intercultural teams
- Ability to be flexible and fit within a team
- Ability to meet targets, work independently and interdependently in a high functioning environment



- Excellent analytical and evaluation skills and ability to make objective judgements and clear recommendations based on content and criteria
- Excellent writing and reporting skills
- Excellent IT skills

Key competencies required

- Personal effectiveness
- Communication
- Organisation and planning
- Analytical and conceptual thinking
- Critical analysis
- Interpersonal understanding