



Senior Client Services Officer:

Transnational Cooperation Activities (TCA) and Networking Activities (NET)

Léargas manage national and international exchange programmes in adult education and schools, vocational education and training, and 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 Erasmus+ in Adult Education, School Education, VET and Youth, and the European Solidarity Corps (volunteering and solidarity). We have built a national and international reputation for effectively managing significant levels of funding to support international collaboration.

We are now recruiting for an enthusiastic and driven person to join the team in Léargas as a Senior Client Services Officer for Transnational Cooperation and Networking Activities. Reporting to the Client Services Manager, this is an exciting opportunity for the right candidate to progress their career working in intercultural partnership for education and learning across the fields mentioned above.

Role Overview:

To ensure the successful planning and implementation of high quality Erasmus+Transnational Cooperation (TCA) Activities in a process of intercultural partnership. To support the implementation of European Cooperation in the Education Training and Youth sectors, thereby fostering active participation and opportunities for the discussion of European cooperation in the various fields.

Working with the European Solidarity Corps Networking Activities (NET) to respond to important societal needs by taking part in solidarity activities across the European Union to help create opportunities for young people to volunteer or work (in their own country or abroad) in projects that benefit communities and people.

Promote the value and potential of international working to client groups across all programmes, and support the development of project ideas that respond to their needs. To develop, implement and manage the promotion, selection, reporting, evaluation and dissemination elements of the relevant programme life cycles.

Responsibilities:

- Be the Léargas expert on Erasmus + Transnational Cooperation Activities (TCA) in Education, Training and Youth fields at National and European levels, and expert on European Solidarity Corps Networking Activities (NET) for common interest activities in volunteering and occupational activities at National and European levels.
- Following European Commission guidelines, develop a needs analysis and evidence-based approach to building a long-term strategy for TCA/NET Activities to inspire projects across the relevant programme sectors.
- Participate in project and participant assessment and evaluation processes in compliance with the procedures established by the European Commission for the programmes.
- Liaise with Léargas colleagues to achieve high quality outcomes, implement various TCA/NET initiatives across relevant fields, and monitor progress towards identified targets.
- Build and maintain an effective panel of suitably experienced and qualified trainers to support the implementation of high quality international events through TCA /NET.

- Ensure the strategic employment of Erasmus + and European Solidarity Corps initiatives as an element of the supportive approach of National Agencies.
- Establish training, support and contact seminars for potential Transnational Programme participants to include Transnational theme-based activities linked to Programme objectives and target groups, and the analysis of Programme results.
- In partnership with other National Agencies, implement the TCA/NET plans of Léargas to support projects to realise strategic and policy objectives within/across sectors at National and European level.
- Contribute to organisational learning through sharing of information and experience with colleagues, and keep up to date with research and evidence produced at national and European level.

Skills and Background:

- Experience in training and facilitation in one of the fields of education, training, youth or volunteering is essential, with qualifications/experience in Youth Work or other relevant subject area.
- Excellent proven working knowledge and understanding of developing and implementing training programmes for adults and young people, understanding of formal and non-formal learning mechanisms.
- Experience in project management of large and strategic initiatives, engaging with international teams for planning, implementation and evaluation, experience of procurement and the delivery of activities within budgets.
- Demonstrate an in-depth understanding of working in international, intercultural teams as required when working on European programmes. Knowledge of European co-operation in the education training and youth fields would be an advantage.
- Demonstrate high levels of problem-solving skills, managing complexity and diversity while prioritising competing demands. Ability to work to concrete deadlines, meet targets and work independently and interdependently in a high functioning team.
- Exceptional analytical, evaluation and report writing skills with an ability to make clear judgements and recommendations based on content and criteria.

General requirements of all Léargas staff:

We expect our people to show leadership, exceptional organisational and planning skills, and be analytical and conceptual thinkers with excellent IT, networking and influencing skills. We expect excellent interpersonal and communication skills, including presentation and group facilitation skills, combined with an ability to fit within a team that has a strong values-based approach to work.

To Apply:

Please send CV and letter of motivation to recruit@leargas.ie to reach us no later than **15 February 2019**. We work a minimum of 35 hours per week in a flexible working environment. The salary range is equivalent to Higher Executive Officer (PPC), €48,028. This post is full time and based in our office in Dublin with significant national and international travel. Full clean driving licence is essential.

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