

Executive Officer JOB DESCRIPTION

POST	Executive Officer
REPORTING TO	Development Officer (CASE – Peace IV), Léargas
JOB PURPOSE	To provide administrative, clerical and secretarial support to the Peace IV Shared Education Programme.
PAY GRADE	Equivalent to Executive Officer PPC Grade; €29,609
APPLICATION DEADLINE	19 March 2019, 9am

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. The Education Authority in Northern Ireland and Léargas work in partnership to implement the Peace IV Collaboration through Sharing in Education (CASE) programme.

CASE is for primary and post-primary schools in Northern Ireland and the Border Counties of Ireland. Its focus is on schools with no or limited previous experience of providing shared education opportunities to their children and young people. CASE aims to build a culture of good relations among school children and to equip them with the skills and attitudes needed to contribute to a society where the cycle of sectarianism and intolerance is broken and a culture of collaboration and cooperation is the norm.

We are now recruiting for an enthusiastic and driven person to join the team in Léargas as an Executive Officer (Case –Peace IV). Reporting to the Development Officer, this is an exciting opportunity for the right candidate to progress their career working in intercultural partnership for education and learning for children and young people.

Roles and Responsibilities

1. Administrative Processes and Records
 - Provide administrative, clerical and secretarial support to the Development Officer.
 - Develop, maintain and operate manual and/or computerised information systems.
 - Complete and submit all returns/records as required.
 - Implement processes for financial control.
 - Implement process for staff travel claims.
 - Track sub cover in schools on a monthly basis.
2. Administration
 - Provide word processing/typing, filing, duplication and photocopying in support of all administrative processes, including email, internet and internet facilities, where appropriate.
 - Sort, screen and distribute all mail and correspondences.
 - Ensure the secure storage of confidential documentation.
 - Service meetings and draft minutes as required.
 - Create spreadsheets for financial reporting and reporting controls.
 - Check and prepare budgets in EA budget format and send to EA.
 - Prepare 60%/40% payments.
 - Prepare material for financial reports to SEUPB quarterly.
 - Prepare invoices to EA for payment quarterly.
 - Prepare TPL travel claims for payment.
 - Check final financial reports
 - Prepare and track returns of contracts for schools.
 - Create Letters of Offerings for signing.
 - Verify and countercheck sub cover with DES & ETB records quarterly.
 - Submit copies of monitoring reports to EA

Person Specification

- 1 year's administrative/clerical experience in an office
- Excellent time management skills and the ability to multi-task
- Strong organisational and planning skills
- Excellent interpersonal and communication skills
- Ability to work to concrete deadlines and meet targets while prioritising competing demands
- Experience/ qualification in, or willingness to learn about, training and facilitation in the fields of education training or youth.
- Must fit within a team that has a strong values-based approach to work
- Experience of working in an international context is preferred
- Full clean driving licence as travel is a requirement of the role

General requirements of all Léargas staff

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

Applications in writing to include CV and letter of motivation to recruit@leargas.ie to reach us by 9am on Tuesday 19 March 2019. Interviews week commencing 25 March 2019.

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